

**CareerSource Pinellas
Board of Directors Minutes**

Date: Wednesday April 3, 2019 at 11:45 A.M.
Location: Science Center of Pinellas: 7701 22nd Avenue N.; St. Petersburg, FL, 33710

Call to Order

Chairman Geller called the meeting to order at 11:45 a.m. There was a quorum present with the following board members participating.

Board Members in attendance

Vivian Amadeo, William Apple, Jody Armstrong, Candida Duff, James England, Celeste Fernandez (phone), David Fetkenher, Jack Geller, Comm. Patricia Gerard, Michael Gliner (phone), Barclay Harless, Andrea Henning, John Howell, Mark Hunt, Michael Jalazo, Carolyn King (phone), William Law (phone), Karla Leavelle, Russell Leggette, Michael Logal, Michael Meidel, Debbie Passerini (phone), Chad Simpson (phone), Amy Van Ness, Scott Wagman, Zachary White (phone), Kenneth Williams (phone),

Board Members not in attendance

Samuel Kolapo, Kim Marston, Kay McKenzie, Rebecca Sarlo, Glenn Willocks.

Staff in attendance

Jennifer Brackney, Steven Meier, Don Shepherd, April Torregiante, Michelle Moeller, David Miller, Dawn Evans, Luna Clarke, Steven Blakey.

Board Counsel

Charles Harris – Trenam Law

Guests

Angela Grannan –Smith & Associates
Stephanie Lacy – HR Edge

Chair’s Report

The chair’s report was provided as the newsletter handout: Pinellas Pinnacle for March 2019. Copies were provided at the meeting.

Action Item 1 – Approval of Minutes

The minutes of the March 20, 2019 Board of Directors meeting were presented for approval.

Motion: Commissioner Gerard

Second: Mark Hunt

The minutes were approved as presented. This motion carried unanimously.

Action Item 2 – Approval of RFP Issuance: Youth Workforce Services

CareerSource Pinellas has used the same insurance broker since 2011. This commercial insurance coverage includes employer’s liability, comprehensive general liability, directors and officer’s liability, and property (computers, furniture, etc.) insurance. In December 2017, the Board of Directors approved for staff to develop and issue a Request for Proposals (RFP) to solicit bids from interested organizations. This RFP was issued and posted; however, a new vendor was not selected. Staff is requesting approval to re-issue this RFP and follow the complete procurement process. Once proposals are received, a selection committee comprised of staff will meet to review and recommend which proposal to accept. The current Workers’ Compensation Insurance has been extended through, in order to maintain a consistent issuance schedule.

Action	Date
Issue RFP	4/10/2019
Question and Answer period	4/17/19 – 4/24/19 at 5:00 p.m.
RFP Due	5/8/2019 at 2:00 p.m.
Official Opening	5/8/2019 at 3:00 p.m.

Evaluation and Selection Begins	5/9/2019
Award date	6/6/2019

Motion: Barclay Harless

Second: Commissioner Gerard

The Board of Directors approved the re-issuance of an RFP for Insurance Brokerage Services. The motion carried unanimously.

Action Item 3 – RFP Issuance: IT, EDMS, & Website Services

CareerSource Pinellas’ contract with the current service provider, Complete Technology Solutions, is scheduled to expire on June 30, 2019. Consequently, staff would like to issue a Request for Proposals for the provisions of information technology infrastructure management and support for all of its Information Technology needs across all offices, career centers, and satellite sites.

Other services would include, but not limited to:

- Manage the multi-faceted ATLAS system to include electronic document management, online programs, e-courses and online scheduler. Provide development of new functionality or modules within the application as needed
- Leadership and staffing support for the overall administration and ongoing maintenance and development of the intranet, company website, and Atlas infrastructure network.
- Act as a liaison for the IT department of the mandatory one stop partners, Dept. of Economic Opportunity, and other service providers in the statewide workforce development system.
- Act as a liaison for internet access through local carrier & cloud services.
- Maintain and manage internal controls, security, and disaster recovery.
- Maintain and manage IT infrastructure and network to include hardware, software, and kiosks.
- Management of communication systems such as enterprise email server, VOIP and analog phone system, and VPN connectivity with state systems.

Action	Date
Issue RFP	4/11/2019
Question and Answer period	4/18/2019 - 4/25/2019
RFP Due	5/16/2019
Official Opening	5/16/2019
Evaluation and Selection Begins	5/17/2019
Award date	6/6/2019

Motion: Jody Armstrong

Second: Commissioner Gerard

The Board of Directors approved the issuance of an RFP for the provision of IT, EDMS & Website services. This motion carried unanimously.

Action Item 4 – Offers on the Science Center Property

The CSPIN board voted on December 2018 to sell The Science Center of Pinellas. On January 14, 2019, an RFP was issued to solicit proposals for a real estate service provider. In response to this RFP, Smith & Associates submitted the winning proposal and the Board approved to enter into contract with the aforementioned company to place The Science Center on the market. An open house was held on March 14th for interested buyers to explore the property. There were about 13 interested buyers attended, most of whom were realtors and their clients who were looking for a property/facility to accommodate assisted living facility, developing residential single family homes or townhomes, and exploring splitting the property parcel to build a church. A total of 5 offers have been received from the following interested buyers. A presentation of the offers will be provided to the Board of Directors.

1. The City of St. Petersburg
2. Belleair Development
3. Contemporary Housing Alternatives of Florida
4. David Weekley Homes
5. The Lift Academy

Ms. Grannan of Smith & Associates Realty gave a presentation on the offers received. This included the monetary offer from each of the buyers, due diligence term, escrow deposit, estimated closing date and

the design that each interested party plans for the property. This summary and the details of the offers received were included in the agenda.

Discussion:

- Board members inquired about the current state of the plume in the vicinity of the property.
- Board members observed that 3 of the offers were well below the mark of the asking price on the property, which is listed at \$3.5 million dollars. Suggestion to reach out to the City of St. Petersburg, and try to negotiate a higher price.
- Members worried that Belleair development would not be ultimate buyer of the property, and would likely resell it to another interested party. In contrast, the City of St. Petersburg would not be reselling the property, as it wants to extend its water treatment plant, and build affordable housing.
- Members expressed concerns about the December 2019 deadline, before the note on the property becomes due. Due to this, members suggested to set stricter deadlines with the ultimate buyer, to avoid prolonging the sale process indefinitely. Other suggestions were: to ask for a deposit amount, which would be retained if the deadlines were not met, or to waive closing costs.
- Request to obtain more information from the City of St. Pete regarding how much of the property would be used for the water treatment plant versus affordable housing.
- Determine which city staff person(s) has the final authority, concerning this matter, in order to define a more concrete timeline and set deadlines, as needed.
- Board Counsel advised that unless a "covenant running with the land" is stipulated within a contract, a buyer is free to do anything it wishes with a property, after acquiring it. Counsel would like the board to more accurately define the term "closing costs", in any stipulations moving forward, to avoid confusion. Additionally, counsel wondered if any grant monies that were used for the improvement of the Science Center would have to be return, once the property is sold. Suggestion to have a back-up offer, in the event that the City backtracks on its offer.

- **Motion made by Scott Wagman and seconded by Commissioner Gerard:**

-To agree to enter into contract negotiations with the City of St. Petersburg, empowering the CEO and any additional personnel necessary to negotiate with the City of St. Pete for a higher price and conditions. *The Board of Directors approved to enter into contract negotiations with the City of St. Petersburg and to allow the CEO and other personnel to negotiate, as stated. This motion carried unanimously.*

Other Administrative Matters

Item 1. Program Year Performance Evaluation Stipend

For the last several years, an annual performance evaluation has been completed for each staff on a calendar year basis (January- December) and is based on the employee's performance during the entire year. This stipend, payable in one lump sum, is provided to employees in December of any given year, in lieu of base salary increases. The Board has established in the past that staff may be provided a cost of living adjustment after taking into consideration the economic conditions in the area and the overall organization budget. The Consumer Price Index (CPI) has been the tool used by the Board for determining these economic conditions .For the past three years, after reviewing the CPI and the organization budget, management has recommended, with Board approval, that a performance stipend be payable to staff in one lump sum in lieu of base salary increases. The most recent stipends were granted in December 2018. In order to better evaluate staff's performance over the course of a program year, management is recommending that staff evaluations cover a period from July 1st through June 30th. To achieve this, management proposes that a mid-year performance stipend be given for the six-month period from January 2019 - June 2019, allowing for a maximum of 2.5% of an employee's base salary to be earned, determined by his/her overall rating on the staff evaluation.

Motion: Karla Leavelle

Second: Commissioner Gerard

The Board of Directors approved to transition the staff performance evaluation stipend to a program year basis. As part of this change, the BOD also approved for a mid- year stipend to be allowed for the six-month period from January 2019- June 2019, permitting for a maximum of 2.5% of an employee's base salary to be earned. This motion carried unanimously.

Item 2. CEO Leadership Assessment

In February 2019, The Board of Directors approved to conduct a CEO assessment. The purpose of this survey is to provide Ms. Brackney mid-way through her contract with an overview of how the Board is viewing her performance. The survey was administered by HR Edge Consulting firm and completed in late March 2019 by 15 board members. Ms. Stephanie Lacy of HR Edge gave an overview of the results and a summary of the comments made by board members. Ms. Brackney received a cumulative rating of 3.5 out of 4 on her leadership assessment.

Information Items

Info 1 – WorkNet Pinellas Tax Form 990

Enclosed is WorkNet Pinellas' Tax Form 990 for the period beginning July 1, 2017 and ending June 30, 2018. Based on the 990 disclosure requirements (Part VI, Section B, 11a), a copy is being provided to each voting member of the Board, prior to filing it with the IRS. The 990 form will be filed by April 15, 2019. The filing date for the 990 form has been extended to May 15, 2019 by the IRS.

Motion: Barclay Harless

Second: Commissioner Gerard

The Board of Directors approved the WorkNet Pinellas tax form 990. This motion carried unanimously.

Committee Reports

1. Compensation Committee - The Compensation Committee met this morning. The committee discussed the option of transitioning the staff performance evaluation stipend to a program year cycle, as opposed to the calendar year cycle it currently follows. If approved, management recommends allowing for a maximum of 2.5% of an employee's salary to be earned, this coming June 2019.
2. Science Center Committee - As discussed this morning, a total of 5 offers were received from buyers interested in the Science Center property. The board has thoroughly discussed the offers and made a decision in the best interest of the organization and the community. As chair of the Science Center committee, I would like to recognize the members who dedicated their time and talent in helping us deliberate the future of this center. The Science Center holds a special place in the hearts of many St. Pete residents of all ages and we hope to remember it this way.
3. Ad Hoc Review Committee - The Pinellas BOCC is directing the Board to revise the CSPIN by-laws, to add some clarifying language concerning the role/purpose of an Ad Hoc Selection committee. The edits will be presented at the June 5, 2019 BOD meeting for full board approval.
4. Ad Hoc Nominating Committee - Several board members terms will expire in June 2019. Members will be contacted to determine their desire to remain or resign from the Board. The County Commissioners will evaluate board members applications and approve or deny any reappointments. An Ad Hoc nominating committee has been formed to select and recommend the slate of officers for program year 2019-2020. This meeting will be held on May 1st at the Epicenter. Members of this committee are: Mike Meidel, Jack Geller, Karla Leavelle, Commissioner Gerard, Candida Duff and Carolyn King.

CEO Report

1. On March 28, 2019 the Spring Hiring fair was held at the Epicenter. It hosted over 300 job-seekers and 50 employers. A healthcare focused career fair will be hosted on May 30, 2019.
2. The Professional Networking Group (PNG) meets every Wednesday at the Epicenter. Activities include mock interviews, guest speakers, networking and discussing open opportunities in the region.
3. Board members and the CSPIN leadership team attended the NAWB forum in D.C. where they joined the national discussion about the various workforce issues around the country.

Open Discussion: Commissioner Gerard expressed her delight with the active participation of board members at the many meetings throughout this program year.

Public Comments

None

Adjournment

The meeting was adjourned at approximately 12:42 P.M.