

**CareerSource Pinellas  
Compensation Committee Minutes**

**Date:** April 3, 2019 at 10:30 a.m.

**Location:** 7701 22<sup>nd</sup> Avenue N. St. Pete, FL.

**Call to Order**

Chair Karla Leavelle called the meeting to order at 10:30 a.m. There was a quorum present with the following Compensation Committee members participating.

**Committee Members in attendance**

Candida Duff (phone), Jack Geller, Michael Gliner (phone), Karla Leavelle, Debbie Passerini (phone), Amy Van Ness (phone).

**Guests**

Stephanie Lacy – HR Edge

**Staff Present**

Jennifer Brackney, Dawn Evans, Luna Clarke, Steven Blakey.

**Action Items**

**Action Item 1 – Approval of Minutes**

The minutes of January 11, 2019 Compensation Committee meeting were presented for approval.

Motion:	Jack Geller
Second:	Michael Gliner

*The minutes approved as presented. The motion carried unanimously.*

**Action Item 2 – 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 1<sup>st</sup> through June 30<sup>th</sup>, with evaluation stipends being awarded at the conclusion of the program year. 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:	Debbie Passerini
Second:	Jack Geller

*The Compensation Committee recommends transitioning the staff performance evaluation stipend to a program year basis. As part of this change, the committee is also recommending that a mid- year stipend be allowed 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. The motion carried unanimously.*

**Discussion Item 3 – CEO Assessment 2019**

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 verbally presented the results of the survey to the Board Members.

**Other Administrative Matters**

None

**Public Comments**

None

**Adjournment**

The meeting was adjourned at 10:47 a.m.