

**CareerSource Pinellas  
Compensation Committee Minutes**

**Date:** January 11, 2019 at 12:30 p.m.

**Location:** 13805 58th Street N. Clearwater, FL 33760

**Call to Order**

Following the Executive Committee, chair Karla Leavelle called the meeting to order at 12:37 p.m. There was a quorum present with the following Compensation Committee members participating.

**Committee Members in attendance**

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

**Committee Members not in attendance**

Candida Duff

**Guests**

Scott Wagman (Board Member)

Mark Hunt (Board Member)

Mike Meidel (Board Member)

**Board Counsel**

Charles Harris – Trenam Law

**Staff Present**

Luna Clarke, Steven Blakey.

**Action Items**

**Action Item 1 – Approval of Minutes**

The minutes of December 5, 2018 Compensation Committee meeting were presented for approval.

Motion:	Michael Gliner
Second:	Jack Geller

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

**Item 2 – CEO Performance Appraisal 2018**

This document provides the annual goals, initiatives, actions to be taken and metrics. The suggestion is that this document be utilized toward the end of Ms. Brackney’s contract in late September or early October 2019. This would allow the Board of Directors to review virtually a year of performance. It would be the responsibility of the Compensation Committee to complete the appraisal, in that time frame, review it with Ms. Brackney for her input and then submit to the full Board for edits and approval

**Item 3 – Board of Directors CEO Assessment 2019**

The purpose of this document is to provide Ms. Brackney mid-way through her contract with an overview of how the Board is viewing her performance. This document would be completed no later than June 5, 2019. The request is to have every member of the Board complete the document; the

results would be aggregated and provided to Ms. Brackney. The focus of the document is on Ms. Brackney's leadership and organizational acumen during the first half of her contract. The results of the assessment would allow for Ms. Brackney to make any mid-course corrections if needed.

**Discussion on items 2 &3:**

It was recommended that both documents be shared with all board members via email, prior to the 2/6 board meeting, to allow for their input on the goals or any other edits needed. All feedback would be sent directly to the Board Admin as to not violate Sunshine Law. Board Admin will aggregate the feedback received and provide at the upcoming board meeting on February 6, 2019 for discussion and determination.

Motion:	Jack Geller
Second:	Michael Gliner

*The Compensation Committee recommends forwarding the CEO appraisal and CEO assessment documents to the full BOD, to allow time for their review and input before the upcoming Board Meeting, The motion carried unanimously.*

**Action Item 4 – Human Resources Contract Extension**

In May 2018, CareerSource Pinellas requested written bids from qualified firms with the expertise to provide HR consulting services to our non-profit organization. The HR Consultant would assist with the transition of staff, analyze the current day-to-day operations, identify best practices, and make suggestions for improvement. It was stipulated that the scope of the work may be expanded in PY 2018-2019 (July 1, 2018 – June 30, 2019) depending on the operational direction of the organization. Two companies submitted bids: Engagement Advisors and HR Edge. At the June 6, 2018 Executive Committee meeting, CSPIN received approval to enter into contract negotiations with Engagement Advisors for HR consulting services. The HR consultant was later tasked by the Ad Hoc Search Committee to assist the Board of Directors in the CEO and CFO search. Within six (6) months of procurement, CSPIN selected HR Edge to assist the organization with day-to-day human resources activities through January 31, 2019. Recently, HR Edge has been tasked to complete a salary survey to determine the current market rates for professional positions available at CSPIN. This will ensure that salaries are in line with current economic conditions and will determine if adjustments are needed.

Motion:	Jack Geller
Second:	Debbie Passerini

*The Compensation Committee recommends extending the contract hours with HR Edge for up to 300 hours. The motion carried unanimously.*

**Other Administrative Matters**

None

**Public Comments**

None

**Adjournment**

The meeting was adjourned at 12:57 p.m.