

**CareerSource Pinellas
Compensation Committee Minutes**

Date: May 30, 2019 at 2:00 P.M.

Location: 13805 58TH Street North, Clearwater, FL, 33760

Call to Order

Chair Karla Leavelle called the meeting to order at 2:00 p.m. The following Compensation Committee members participated.

Committee Members in attendance

Karla Leavelle, Debbie Passerini

Committee Members absent

Candida Duff, Michael Gliner, Jack Geller, Amy Van Ness.

Guests

Stephanie Lacy – HR Edge

Staff Present

Jennifer Brackney, Dawn Evans, Luna Clarke.

Action Items

Action Item 1 – Approval of Minutes

The minutes of April 3, 2019 Compensation Committee meeting were presented for approval.

Motion:	Debbie Passerini
Second:	Karla Leavelle

The minutes approved as presented. The motion carried unanimously.

Action Item 2 – Job Titles & Compensation Review

In February 2019, hrEdge Consulting was retained by CareerSource Pinellas to conduct a Compensation Review. The review was designed to focus on salary range equity externally, as well as internal structure of position titles. A full copy of the report was provided within the packet. The review included the following deliverables:

- Review of all active positions and recommendations for continued, discontinued, and merged position titles.
- Review of external Compensation Survey Reports and analysis of CareerSource ranges for each position.
- Review of CareerSource Pinellas Compensation versus other Florida CareerSource Compensation Structures.
- Development of new pay structure to include Min-Mid-Max for each Grade and the Spread between Grades.
- Analysis of employee impact and cost of implementation.

Based on external market data, it is recommended to adopt the proposed Job Title Family Structure with aligned Pay Grades. It is further suggested to review Pay Grade and Salary Range data for Cost of Living adjustments annually.

While every position and/or range will not require updating annually, it is important to remain competitive in the market to avoid recruitment and retention challenges. It is recommended to place incoming employees in the range based on experience, not to exceed current employees with greater experience. Thus, internal equity will be preserved.

Motion:	Debbie Passerini
Second:	Karla Leavelle

The Compensation Committee recommends the following:

- 1. Adopt the proposed Job Title Family Structure with aligned Pay Grades.*
- 2. Move employees who fall below the threshold of their pay range to the minimum of the new pay range.*
- 3. Give a 2% tenure increase to those employees with at least 2 years of service, whose move to the new pay ranges places their salary within \$1000 of the minimum of the range. The combined placement and tenure impact to the organization will be approximately \$78,000. The motion carried unanimously.*

Information Items

1. Information Item 1 – Employee Engagement Survey

Per the directive of the Compensation Committee and the Board of Directors, CareerSource Pinellas conducted an Employee Engagement Survey between March 4 -17, 2019 to understand the pulse of the organization under the new CEO, Jennifer Brackney. In the spirit of continuous improvement, we partnered with People Element, a third party vendor, to provide an opportunity to hear the collective voice of our workforce. Employees were asked a series of questions in various categories to get a better understanding of employee morale, satisfaction, and engagement. Results revealed overall satisfaction is 64%. Notable findings include:

- **Job Satisfaction:** Over 85% of employees like the work they do and feel a sense of accomplishment.
- **Service & Quality:** 70% believe we provide quality customer service and 80% are committed to delivering high quality work.
- **Communication:** Only 34% believe there is effective communication between departments and 42% believe ideas and suggestions are given consideration.
- **Compensation:** Only 32% believe we have competitive salaries.
- **Growth & Career Development:** 50% find training content relevant and many indicated interest in professional development.

In response to feedback, we are taking action in three areas:

- Salary Review
- Benefit Review for a comprehensive look at total compensation
- Communication

Additionally, training will be offered to support modified policies and procedures and to cross-train staff.

2. Benefits Services Proposal

On February 6, 2019, the Board of Directors approved the issuance of a Request for Proposal (RFP) for benefit consulting services, and potentially other services, such as payroll. As recommended by the Board, the scope has been expanded to solicit quotes from Professional Employer Organizations, Payroll Companies, and Insurance Brokerage firms with the technical expertise in providing benefit brokerage and consulting services for group health and welfare benefit plans, 401(k), Human Resource Management Systems (HRMS) and Payroll platforms. In the spirit of innovation and creative solutions, we also are inviting alternative approaches, which, in sole

consideration meet the fundamental goals of this RFP. Bidders can submit bids for any and/or all services outlined. The RFP is an authorization to approach insurance companies on behalf of CareerSource Pinellas in order to supply a bid. The RFP will be issued May 30, 2019. The results from this solicitation will be presented to the Compensation Committee for review and selection.

Other Administrative Matters

None

Public Comments

None

Committee Members Comments

- Committee members request to inform employees of salary caps in their respective positions.
- Request to present the results of the engagement survey to the Board of Directors at the June 5th meeting.
- Suggestion to hold a staff meeting to discuss the results of the USDOL report.

Adjournment

The meeting was adjourned at 2:59 p.m.