

## CareerSource Pinellas Board of Directors Minutes

Date: Friday August 16, 2019 at 10:00 A.M.  
Location: Epicenter: 13805 58<sup>th</sup> Street N. Clearwater, FL.

### Call to Order

Chairwoman Leavelle called the meeting to order at 10:04 a.m. She thanked the members for participating. She then turned it over to Board Secretary Mike Meidel to lead the meeting. There was a quorum present with the following board members participating.

### Board Members in attendance

Manny Bhuller, Candida Duff (phone), Celeste Fernandez (phone), John Howell, Mark Hunt, Michael Jalazo (phone), Carolyn King (phone), Dr. William Law (phone), Karla Leavelle (phone), Russell Leggette, Michael Meidel, Debbie Passerini (phone), Sheryl Sheppard, Scott Wagman, Amy Van Ness (phone), Zachary White (phone), Glenn Willocks (phone).

### Board Members not in attendance

Vivian Amadeo, William Apple, Jody Armstrong, James England, David Fetkenher, Jack Geller, Commissioner Pat Gerard, Barclay Harless, Andrea Henning, Samuel Kolapo (phone), Michael Logal, Kay McKenzie, Dr. Rebecca Sarlo, Chad Simpson, Kenneth Williams.

### Staff in attendance

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

**Guest** –Joanne Lentino (Pinellas County School Board)

### Welcome & Introductions

Secretary Meidel welcomed the board members on the phone and those present. He proceeded to introduce Ms. Sheryl Sheppard, the newly added board member. Ms. Sheppard works for S.S. White Technologies, a local manufacturing firm and was recently approved to join the board. Also in attendance was Ms. Joanne Lentino. Ms. Lentino is a Pinellas County School Board member and will officially be added to the Board on August 20<sup>th</sup>.

### Action Item 1 – Approval of the Minutes – 07.17.2019 Board of Directors

The minutes of the July 17, 2019 Board of Directors meeting were presented for approval.

Motion: Mark Hunt  
Second: Russell Leggette

*The minutes were approved as presented. This motion carried unanimously. There was no further discussion.*

### Action Item 2 – CEO Employment Contract – Jennifer Brackney

On October 31, 2018, The Board of Directors approved a 1-year employment contract for Jennifer Brackney, as the CEO of CareerSource Pinellas. The contract stipulates: “*The Employer shall provide Employee with written notice at least 60 days prior to the expiration of the Term (the “Notice Date”) if the Employer has made a decision as of the Notice Date to initiate a formal search to replace Employee in her capacity as Chief Executive Officer of the Employer at the end of the Term.*” On February 6, 2019, the Board of Directors approved the CEO performance appraisal, which provided the annual goals, initiatives, actions to be taken and metrics. The document was intended to be utilized toward the end of Ms. Brackney’s contract and would allow the Board of Directors to review performance against goals. **Attachment:** The CEO performance appraisal has been completed by Ms. Brackney, to include her achievements during her time as CEO. On August 5, 2019 the members of the Ad Hoc CEO/Counsel Committee submitted their ratings and comments of the CEO’s performance appraisal. Ms. Brackney also included her responses to the feedback. The consolidated document is enclosed for your review.

Discussion: Board Members praised Ms. Brackney for her performance this past year in the role of CEO of CareerSource. They commended her for her leadership, professionalism, for encouraging transparency and collegiality. Members voted in unanimous support to move forward on rehiring Ms. Brackney as CEO.

Motion: Mark Hunt  
Second: Scott Wagman

*The Board of Directors approved to entering into negotiations to renew the employment contract of Jennifer Brackney as CEO of CareerSource Pinellas, for a multi-year term. The motion carried unanimously.*

**Other Administrative Matters** – A letter was sent out to the Board of Directors, regarding a participant who contested the non-payment of her tuition from 2013-2014. The participant's concerns resurfaced recently via a letter which was sent to Commissioner Ken Welch and forwarded to Ms. Brackney.

Ms. Brackney has met in person on Thursday August 15, 2019 with the participant (Ms. Sams) to discuss a way forward. If the board deems it acceptable, Ms. Brackney would like the organization to work with Ms. Sams to help her continue her career/ educational goals in some fashion. Mr. Hunt offered his assistance via Pinellas Technical College, in the event that the participant may be interested in another healthcare program.

Based on a review of the participant's files, it appears the policy in place at the time was followed. Ms. Sams exceeded the lifetime limit for her training and therefore was not eligible for another award.

As a point of clarification, the participant has not filed a lawsuit against the organization and management sought legal advice before determining another path to help resolve the complaint and assist Ms. Sams, since she was recently laid off from her job.

**Information Items** – None

**Public Comments:** None

**Open Discussion:** None

**Adjournment:** The meeting was adjourned at 10:18 a.m.