

CareerSource Pinellas
Joint Compensation & Ad Hoc CEO/Counsel Committees Minutes

Date: July 16, 2019 – 11:00 A.M.

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

Call to Order

Board Chair Karla Leavelle called the joint meeting to order at 11:01 am. The following members participated, from both the Compensation Committee and the newly established Ad Hoc CEO/Counsel Selection Committee.

Committee Members in attendance

Candida Duff, Jack Geller, Commissioner Pat Gerard, Karla Leavelle, Russell Leggette, Mike Meidel, Debbie Passerini.

Committee Members absent

Amy Van Ness.

Staff Present

Jennifer Brackney, Dawn Evans, Steve Meier and Luna Clarke.

Discussion Item 1 - Note from the Board Chair to the Joint Committees

At the request of Chairwoman Leavelle, an email was forwarded to the members of the CSPIN Compensation Committee, and the newly formed Ad Hoc Chief Executive Official/Executive Director and Legal Counsel Selection Committee. The email was an invitation for both groups to hold a joint meeting, to discuss whether or not the CEO should receive the benefits performance stipend that is currently awarded to all employees. Those committee members are as follows:

Ad Hoc CEO/Legal Counsel Selection Committee*

1. Karla Leavelle
2. Commissioner Pat Gerard
3. Michael Meidel
4. Russell Leggette (Board Chair Appointee)
5. School Board Member (Pending)

Compensation Committee

1. Karla Leavelle
2. Candida Duff
3. Jack Geller
4. Debbie Passerini
5. Amy Van Ness

*As outlined in the Board approved by-laws of June 5, 2019

Action Item 2 – CEO Mid-Year Performance Stipend

On April 3, 2019, the Board of Directors approved aligning staff evaluations to the Program Year, July 1 through June 30. To achieve this, the Board of Directors approved 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. The Board of Directors completed a performance assessment for Ms. Brackney mid-way through her contract. The survey was administered by HR Edge Consulting firm and completed by 15 board members. Ms. Stephanie Lacy of HR Edge gave an overview of the results in the April 3, 2019 Board Meeting.

Discussion: There was extensive and varied discussion among the group, regarding the CEO's employment contract, evaluation and performance. Additionally, board members specified that Ms. Brackney's performance should be based on measurable goals, which were given to the CEO at the onset of her employment contract.

After much discussion, the joint committees recommended to meet at a subsequent date to do the following:

1. Conduct a performance evaluation for Ms. Brackney in August 2019. This performance evaluation would be based on the measurable goals that were given to Ms. Brackney at the start of her term as CEO.
2. Discuss performance stipend for Ms. Brackney.
3. Discuss re-negotiation and/or renewal of a CEO employment contract for Ms. Brackney.

All of these items will consequently be presented to the full Board of Directors at the September 18, 2019 meeting.

Motion:	Jack Geller
Second:	Russell Leggette

The Compensation Committee recommended the above items. The motion carried unanimously.

Information Item 1 – Employment Contract – Jennifer Brackney

Jennifer Brackney's CEO employment contract was enclosed in the packet as informational item, to be referenced to throughout the meeting.

Public Comments: There were no public comments nor committee members' comments

Adjournment: The joint meeting was adjourned at 11:27 a.m.

Call to Order

Newly appointed Compensation Committee chair, Candida Duff, called the meeting to order at 11: 29 am. The Ad Hoc Selection Committee members did not participate in this meeting.

Action Item 1 – Approval of Minutes

The minutes of the May 30, 2019 Compensation Committee meeting were presented for approval.

Motion:	Jack Geller
Second:	Debbie Passerini

The minutes were approved a presented. The motion carried unanimously.

Action Item 2 – Vendor Recommendation: HRMS, Payroll & Benefit Broker Services

On February 6, 2019, the Board of Directors approved the issuance of a Request for Proposal (RFP). This RFP solicited quotes from Professional Employer Organizations, Payroll companies, and Insurance Brokerage firms with the technical expertise and an established track record in providing benefit brokerage consulting services. Interested parties were asked to submit a quote for any and/or all group health and welfare benefit plans and 401(k) plans. These services would include assisting CareerSource Pinellas with strategic benefit and 401(k) planning to obtain the best coverage and cost for employee benefit programs. In addition, the RFP solicited quotes and ongoing support for current Human Resource Management Systems (HRMS) and Payroll platforms services that provide cost effective and efficient solutions. In response, seven companies submitted a proposal. On July 10, the staff review committee, met to discuss their independent assessment and ranked each proposal.

Proposer by ranking order	Ave. Score
Hub International	90.1
USI Insurance Services, LLC	87.4
Gallagher Benefits Services	69.9

Hartin Dynamics	72.6
Alltrust Insurance	74
Jarred Bunch Consulting 401(k) only	61.6
ProVise Management Group 401(k) only	79.3

Based on the scores, the review committee contacted Hub International and USI to gather information for consideration. With consideration to the additional information, the committee recommends entering into contract negotiation with Hub International for the following reasons:

- Leading global insurance brokerage firm
- Robust offering of insurance options and plans
- Dedicated support team comprised of subject matter experts
- Cost savings for HR and payroll platforms due to purchase power
- Customer Centric Carrier strategy providing opportunity to leverage relationships that offer best in class value
- Approach is designed to help solve immediate, short-term challenges while developing a multi-year strategic plan based on CSPIN's goals and objectives.

Motion:	Jack Geller
Second:	Karla Leavelle

The Compensation Committee recommends approval of the contract award to Hub International for the provision of benefit brokerages and a comprehensive analysis of current payroll and HR platforms, upon a successful contract negotiation. The motion carried unanimously.

Other Administrative Matters: None

Public Comments: None

Committee Members Comments: None

Adjournment

The meeting was adjourned at 11:38 a.m.