



**November 6, 2019 – 9:00AM**

Epicenter- 13805 58<sup>th</sup> Street North

Clearwater, FL, 33760

Conference Dial: 1-844-815-8411

Conference Code: 268-750#

## **Ad Hoc CEO/Counsel Selection Committee Agenda**

- I. Welcome and Introductions** ..... Karla Leavelle, Board Chair
  
- II. Roll Call**
  
- III. Action/Discussion Items**
  - 1. Approval of Minutes: September 9, 2019 Ad Hoc Meeting ..... Page 2
  - 2. Approval of Minutes: September 18, 2019 Ad Hoc Meeting ..... Page 5
  - 3. CEO Contract Renewal..... Page 7
  - 4. Review/Score RFP 19-0919 - Legal Services ..... Page 14
  
- IV. Other Administrative Matters**
  
- V. Public Comments**
  
- VI. Members Comments**
  
- VII. Adjournment**

Board of Directors – November 20, 2019

Collaborate.  
Innovate.  
Lead.





## **Action Item 1**

### **Approval of Minutes**

In accordance with Article VII, Section 1(H), of the approved WorkNet Pinellas By-Laws: Minutes shall be kept of all Board and Committee meetings. Minutes shall be reviewed and approved at the next CareerSource Pinellas Board or Committee meeting as appropriate.

The official minutes of meetings of the Board and Committees of the Board are public record and shall be open to inspection by the public. They shall be kept on file by the Board Secretary at the administrative office of CareerSource Pinellas as the record of the official actions of the Board of Directors.

The draft minutes from the September 9, 2019 meeting of the Ad Hoc CEO/Counsel Selection Committee have been prepared and are enclosed.

#### **RECOMMENDATION**

Approval of the draft minutes, to include any amendments necessary.

**CareerSource Pinellas  
Ad Hoc CEO/Counsel Selection Committee Minutes**

**Date:** September 9, 2019 – 11:30 AM

**Location:** 13805 58<sup>TH</sup> Street North, Clearwater, FL, 33760

**Call to Order**

In the absence of the Board Chair, Commissioner Gerard called the meeting to order at 11:33am. The following members participated.

**Committee Members in attendance**

Commissioner Pat Gerard, Russell Leggette, Mike Meidel.

**Committee Members Absent**

Karla Leavelle, Joanne Lentino.

**Staff Present**

Jennifer Brackney, Steven Meier and Luna Clarke.

**Action Item 1 – Approval of Minutes**

The minutes from the August 8, 2019 meeting of the Ad Hoc CEO/Counsel committee were presented for approval.

Motion:	Michael Meidel
Second:	Russell Leggette

*The minutes were approved as presented. No further discussion. The motion carried unanimously.*

**Discussion Item 2 – Request for Proposals: Legal Services (Draft)**

On June 5, 2019, the Board of Directors voted to initiate the procurement process for a request for proposals (RFP) regarding the provision of legal services. Through the publication of this RFP, CareerSource Pinellas is seeking legal services from qualified firms that are properly licensed with experience in Public and Administrative laws to serve as General Counsel to the Local Workforce Development Board, as well as Counsel to CareerSource Pinellas. Common services include: advising the governing board on the Sunshine law and conflict of interest, the review of contracts for goods and services, leases, subleases, Memoranda of Understanding, as well as maintaining compliance with Federal and State Laws related to public records requests and conducting public meetings. A full copy of the draft RFP was enclosed in the packet for prior review.

Motion:	Michael Meidel
Second:	Russell Leggette

Discussion: Board Members Committee members requested to add in the “Scope of Work”, a line item to specify that the Legal Representative must be able to assist the organization’s HR department regarding employee disciplinary actions and other staff concerns. Additionally, the members requested that the specific language in the CSPIN By-Laws, which addresses the Legal Services contract, be added to this RFP, to notify the applicants of the dictated term length, review process and any renewal process. Board members also noted that the Legal Counsel firm would report to the Board of Directors. The Corporate By-Laws will also be added to the RFP as an attachment, for the benefit of any respondents.

*The Ad Hoc CEO/Counsel Selection Committee approved the draft RFP for the Legal Services procurement, with the edits requested above. The motion carried unanimously. As this RFP was already voted on by the Board of Directors, a copy of the RFP verbiage will be shared with Board members, as an informational piece.*

**Other Administrative Matters:** None

**Public Comments:** None

**Committee Members Comments:** None

**Adjournment**

The meeting was adjourned at 12:01 PM

DRAFT



## **Action Item 2**

### **Approval of Minutes**

In accordance with Article VII, Section 1(H), of the approved WorkNet Pinellas By-Laws: Minutes shall be kept of all Board and Committee meetings. Minutes shall be reviewed and approved at the next CareerSource Pinellas Board or Committee meeting as appropriate.

The official minutes of meetings of the Board and Committees of the Board are public record and shall be open to inspection by the public. They shall be kept on file by the Board Secretary at the administrative office of CareerSource Pinellas as the record of the official actions of the Board of Directors.

The draft minutes from the September 18, 2019 meeting of the Ad Hoc CEO/Counsel Selection Committee have been prepared and are enclosed.

#### **RECOMMENDATION**

Approval of the draft minutes, to include any amendments necessary.

**CareerSource Pinellas  
Ad Hoc CEO/Counsel Selection Committee Minutes**

**Date:** September 18, 2019 – 11:15 AM

**Location:** 13805 58<sup>TH</sup> Street North, Clearwater, FL, 33760

**Call to Order**

Board Chair, Karla Leavelle called the meeting to order at 11:15am. The following members participated.

**Committee Members in attendance**

Commissioner Pat Gerard, Karla Leavelle, Joanne Lentino. Mike Meidel.

**Committee Members Absent**

Russell Leggette.

**Staff Present**

Jennifer Brackney, Luna Clarke, Steven Blakey and Carlows Ellis.

**Action Item 1 – CEO Contract Extension**

Ms. Leavelle brought up the matter of the CEO contract extension to the group. The idea is to extend the CEO contract for Ms. Jennifer Brackney by one month. The current contract expires on October 31<sup>st</sup>. This expiration date does not allow the opportunity to bring the contract renewal to the full board for approval, since the next scheduled Board meeting is for November 20, 2019.

The recommendation is a 1-month extension of the CEO contract for Jennifer Brackney, with a new expiration date of November 30<sup>th</sup>. This extension would be done in writing, maintaining all the elements of the current contract in effect. Any pay increase associated with the negotiation of a new contract for Ms. Brackney would be made effective retroactively to November 1<sup>st</sup>, 2019.

Motion: Commissioner Gerard
Second: Michael Meidel

*The Ad Hoc CEO/Counsel Selection Committee approved to extend the CEO contract for Jennifer Brackney by one month, through November 30, 2019. Any pay increases associated with the negotiation of a new contract will be made effective retroactively to November 1<sup>st</sup>, 2019. The motion carried unanimously.*

**Discussion of the timeline to draft the new CEO Contract**

Members of the Committee discussed an appropriate timeline to meet again, to discuss the elements of the new CEO contract for Jennifer Brackney. A mutually agreeable date was set for November 6, 2019 at 9:00am. The Ad Hoc Committee would meet on that day to discuss any details of the contract. The committee requested to have the market compensation information which was previously compiled by HR Edge sent to them.

The contract would be drafted during the week of November 11<sup>th</sup>, to include the contents discussed by the Ad Hoc Committee, as well as content input from Ms. Brackney. The draft contract would be presented to the full Board of Directors for a vote at the November 20, 2019 meeting.

**Other Administrative Matters:** None

**Public Comments:** None

**Committee Members Comments:** None

**Adjournment:** The meeting was adjourned at 11:29 A.M.



## **Action Item 3**

### **CEO Contract Renewal**

#### **Background:**

On October 31, 2018, The Board of Directors approved a 1-year employment contract for Jennifer Brackney, as the CEO of CareerSource Pinellas. This initial contract had an original end date of October 31, 2019, but was extended through November 30, 2019.

On August 16, 2019, the Board of Directors approved to commence negotiations to renew the employment contract of Jennifer Brackney as CEO of CareerSource Pinellas, for a multi-year term.

The Ad Hoc CEO/Counsel Committee is meeting to confirm the contract terms and to review CEO performance goals. The Committee will then make a recommendation to be brought forth to the Board of Directors on November 20, 2019.

#### **RECOMMENDATION**

Discuss and make a determination on the renewal of the CEO employment contract for Jennifer Brackney.

**CEO Performance Goals  
Board of Directors Assessment  
PY' 2019-2020**

**“DRAFT – 11/06/2019”**

Date Completed:	
Evaluation Period:	



## SECTION 1: Achievement of Goals

**PY'2019-2020**

**July 1, 2019 – June 30, 2020**

Descriptions of Goals	Initiatives/*Metrics	Exceeded Expectations	Met Expectations	Needs Improvement
<p><b>Financial Management:</b> Assure adequate control and accounting of all funds, including developing sound financial practices, to ensure that overall financial performance remains within Board approved budgetary parameters and within minimum and maximum limitations established in applicable laws and regulations.</p>	<p><b><u>Initiative:</u> Create greater transparency and accuracy in financial reporting to ensure the planning budget goals are met.</b></p> <ul style="list-style-type: none"> <li>* Develop, submit and receive approval from DEO for an indirect cost rate rather than 10 percent de minimis. Final implementation to be PY'20.</li> <li>* Provide financial reports to the Board, including cost allocation, grant budget/expenditures and training provider reports.</li> <li>* Continue to review, update and improve usage of the financial management system i.e. Abila and Microix.</li> <li>* Review current contracts to identify cost savings and to ensure statement of work aligns with activities.</li> <li>* Provide detailed reports to better track and manage program budget vs expenditures by grant/program.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Legal Compliance:</b> Manage public records requests and legal issues in a timely manner.</p>	<p><b><u>Initiative:</u> Respond to monitoring reviews and audits to ensure activities identified from past practices are addressed.</b></p> <ul style="list-style-type: none"> <li>* Provide DOL with an outline of changes initiated during the transition as requested.</li> <li>* Implement changes recommended through technical assistance provided by DOL, DEO, CSF and others.</li> </ul> <p><b><u>Initiative:</u> Endeavor to sell the Science Center</b></p> <ul style="list-style-type: none"> <li>* Manage program during the process and realign programs after the sale of the Science Center i.e. observatory, programs, staff, iguana habitat.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>* Complete closing activities associated with selling the Science Center on November 20, 2019.</li> <li>* If the Science Center sells, provide stewardship of the funds as directed by the Board.</li> <li>* Based on the study conducted of the current one-stop locations move forward with recommendations for future development i.e. Tarpon Springs, Lealman, HEP, etc.</li> </ul>			
<p><b>Strategic Planning:</b> Engage the board in strategic planning activities to develop organizational goals and create sector strategies for the next 1yr, 3yr and 5 yr.</p>	<p><b><u>Initiative:</u> Engage the board in the process of strategic planning with a third party facilitator, by Q3, with the intent of:</b></p> <ul style="list-style-type: none"> <li>• Leading the development of a strategic plan that focuses on the review of the organization’s vision, goals, sector strategies, locations, and training programs.</li> <li>• Submit a comprehensive four-year strategic plan to DEO by 6/30/2020 based on policy released by DEO in early November 2020.</li> </ul>	□	□	□
<p><b>Governance:</b> Works effectively with the Board, its officers and committees to define their roles and responsibilities. Works with Board Chair to enable the Board to fulfill its governance functions and manages the Board’s due diligence process to assure timely attention to core issues.</p>	<p><b><u>Initiative:</u> Facilitate the board and ad hoc committees to bring closure to the action initiated by the Board and/or Board of County Commissioners.</b></p> <ul style="list-style-type: none"> <li>* Review and update the Interlocal Agreement as outlined by USDOL in the Compliance Review.</li> <li>* Review and update the Bylaws as outlined by USDOL in the Compliance Review.</li> <li>* Continue to work with the BOCC to take a more active role in the selection of board members.</li> <li>* Establish an ad hoc committee to review and update board policy manual (last updated in 2010).</li> </ul>	□	□	□

<p><b>Accountability and Transparency:</b> Promotes accountability and transparency by ensuring that this organization’s employment and training programs are in alignment with policy and guidance, and accountable to the Pinellas Board of County Commissioners, the local workforce Board, CareerSource Florida, DEO, local employers, job seekers, and the general public.</p>	<p><b>Initiative: Present pertinent program and organizational information on a regular basis to the Board, BOCC and other stakeholders.</b></p> <ul style="list-style-type: none"> <li>* Procure an organization to assume the role of conducting independent, semi-annual monitoring.</li> <li>* Provide regular program performance updates to the Board and BOCC.</li> <li>* Schedule an annual DEO program performance presentation to the Board.</li> <li>* Provide an annual audit and audit presentation to the Board.</li> <li>* Understand the organization’s liabilities and manage internal control procedures through the annual review and presentation of the Internal Controls Questionnaire (ICQ).</li> <li>* Provide quarterly financial updates.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Workforce Development Performance: Programs:</b> Strategically align workforce development programs to ensure that employment and training services provided by the core programs identified in the WIOA (WIA, Wagner-Peyser, Vocational rehabilitation and Adult Education) are coordinated and complementary so that job seekers acquire skills and credentials that meet employers’ needs.</p>	<p><b>Initiative: Improve services to employers and continue to promote connections with qualified job seekers and work based training to ensure that services are employer driven and contribute to the economic growth and business expansion in our community. Provide access to quality training to help job seekers acquire industry recognized credentials for in demand jobs.</b></p> <ul style="list-style-type: none"> <li>* Promote sector strategy initiatives in health care, manufacturing, financial and professional services, IT and construction.</li> <li>* Provide WIOA Indicators of Performance updates on a quarterly basis for PY’20.</li> <li>* Provide Monthly Management Report (MMR) updates on a quarterly basis.</li> <li>* Host networking opportunities to connect job seekers and employers, including monthly career fairs at EPI, in-house recruitment, and weekly</li> </ul>			

	<p>professional, executive and general networking meetings.</p> <ul style="list-style-type: none"> <li>* Provide regular business services reports i.e. RESEA performance, Career Fairs, networking groups, WIOA programs (EWT, OJT, PWE, WARN, REACT)</li> <li>* Negotiate annual, local performance goals with DEO.</li> </ul>			
<p><b>Key Relationships and Partnerships:</b> Identifies key relationships necessary to support an effective organization and assures proper planning, relationship building and communications to develop and maintain these.</p>	<p><b>Initiative: Facilitate the integration of the organization into the fabric of the community by assuring the use of effective marketing and communication activities. Listen to stakeholders, customers, volunteers and others in order to improve services and generate community involvement.</b></p> <ul style="list-style-type: none"> <li>* Review and update MOUs and IFAs by 11/20/19 to ensure activities with key community partners fully leverage resources and linkages i.e. Saint Petersburg College, PTC, Pinellas Opportunities Council, Goodwill, and others.</li> <li>* Explore and make recommendations for the development of MOUs with new partners i.e. Service Source and HEP.</li> <li>* Create a marketing plan and strategy, including marketing, website, success stories and employer highlights.</li> <li>* Continue to reach out to key local employers to rebuild relationships, i.e. Pinellas County Sheriff, Jabil, others.</li> <li>* Establish, maintain and enhance partnership activities through quarterly partner meetings and online customer service training provided by the One-Stop Operator.</li> <li>* Participate in partnership/sponsorship opportunities with local chambers and EDC i.e. EDC of Pinellas, EDC of Greater St. Petersburg, and local chambers.</li> <li>* Partner with the Tampa Bay Partnership to help better</li> </ul>			

	understand the work they are doing and to continue the conversation regarding regional workforce opportunities.			
<p><b>Organizational Leadership:</b> Effectively manages continuity, change and transition as CSPIN separates from CSTB.</p> <p>Deals effectively with demanding situations and designs and implements effective interventions.</p> <p>Establishes and leads an effective management team.</p>	<p><b>Initiative: Ensure that procedures and organizational culture reflect integrity and transparency. Lead staff in maintaining a climate of excellence, accountability and respect.</b></p> <ul style="list-style-type: none"> <li>Fully staff the organization, including the management 12/30/2019.</li> <li>Begin the development of a succession plan for the organization by 6/30/19</li> <li>Implement an annual employee engagement survey which will become the benchmark for appropriate organization changes and activities.</li> <li>Develop performance goals for each employee. Align annual performance evaluations with program year and determine merit/evaluation stipend. .</li> <li>Review current programs, SOPs and Desk Guides to ensure alignment with guidance from DOL, DEO and CSF by Q4.</li> </ul>			
Comments:				

<b>Action and Approvals</b>	
Performance appraisal reviewed by Board of Directors on:	
Authorized Board Member Signature and Date:	
CEO Signature and Date:	



## **Action Item 4**

### **Review/Score RFP 19-0919 - Legal Services**

#### **Background:**

On June 5, 2019, the Board of Directors voted to initiate the procurement process for a request for proposals (RFP) regarding the provision of legal services.

Through the publication of this RFP, CareerSource Pinellas sought legal services from qualified firms that are properly licensed with experience in Public and Administrative laws to serve as General Counsel to the Local Workforce Development Board, as well as Counsel to CareerSource Pinellas.

Common services include: advising the governing board on the Sunshine law and conflict of interest, the review of contracts for goods and services, leases, subleases, Memoranda of Understanding, as well as maintaining compliance with Federal and State Laws related to public records requests and conducting public meetings.

The RFP deadline was October 18, 2019. In response to this RFP, the following companies submitted proposals:

1. Persson, Cohen & Mooney, P.A.
2. Gray, Robinson, P.A.
3. Massey Law Group, P.A.

Members of the Ad Hoc CEO/Legal Counsel Committee each received copies of the submissions and were tasked to review/score the proposals independently. The panel will discuss their individual scores, the scores will then be aggregated, and a final determination will be made.

#### **RECOMMENDATION**

Review, score, and make a determination on the proposals received in response to the Legal Services RFP.