

CareerSource Pinellas Board of Directors Minutes

Date: Wednesday September 18, 2019 at 11:45 A.M.
Location: Epicenter: 13805 58th Street N. Clearwater, FL.

Call to Order

Chairwoman Leavelle called the meeting to order at 11:45 a.m. and welcomed all participants. There was a quorum present with the following board members.

Board Members in attendance

Vivian Amadeo (phone), William Apple (phone), Jody Armstrong, Candida Duff, Celeste Fernandez, Jack Geller (phone), Commissioner Patricia Gerard, Barclay Harless, Andrea Henning (phone), John Howell, Mark Hunt, Michael Jalazo, Carolyn King (phone), Samuel Kolapo (phone), Karla Leavelle, Russell Leggette (phone), Joanne Lentino, Michael Meidel, Dr. Rebecca Sarlo (phone), Chad Simpson, Amy VanNess (phone), Scott Wagman, Zachary White, Kenneth Williams (phone).

Board Members Absent

Manny Bhuller, James England, David Fetkenher, Dr. William Law, Michael Logal, Kay McKenzie, Debbie Passerini, Sheryl Sheppard, Glenn Willocks.

Guests

Dan McGrew – Dynamic Workforce Solutions
Tara Yurkshat – Society for the Prevention of Cruelty to Animals of Tampa Bay
Angela Grannan – Smith & Associates Realty

Staff in attendance

Jennifer Brackney, Don Shepherd, Steven Meier, Michelle Moeller, April Torregiante, Dawn Evans, Luna Clarke, Steven Blakey and Carlows Ellis.

Welcome & Introductions

Chairwoman Leavelle welcomed all the participating members. Highlighted in the chairman's report was the recent Workforce Professional Summit, which was held in Orlando, FL. Mark Hunt of Pinellas County Schools was nominated for the workforce partner award. Ms. Candi Orsini received the Workforce Champion Award for region 14, for her outstanding work with job-seekers in the region. The event was successful in increasing communication between representatives of the 24 workforce regions. Additionally, it gave board members who attended a chance to get some insight into the FL Workforce Chair Alliance, as well as the CareerSource Florida network.

Action Item 1 – Approval of the Minutes – 08.16.2019 Board of Directors

The minutes of the August 16, 2019 Board of Directors meeting were presented for approval.

Motion: Commissioner Gerard
Second: Barclay Harless

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

Action Item 2 – Iguana Sanctuary Relocation

On 7/17/2019, the Board of Directors unanimously tabled the discussion regarding the iguana relocation until further information can be finalized and presented. Board members suggested to reach out to other organizations such as Florida Fish & Wildlife to inquire about possible options concerning the animals. According to the Captive Wildlife office, a permit is not needed to transfer the iguanas. Similarly, it is not needed to go through the Amnesty program to transfer the animals, as long as they are not being sold. WorkNet Pinellas had previously reached out to the Society for the Prevention of Cruelty to Animals (SPCA) and has since had a chance to finalize the agreement to transfer the iguanas to the SPCA. If agreeable by the Board of Directors, WorkNet would like to ensure the continued care for the iguanas through a partnership with SPCA and Gulf Coast Iguana Rescue. SPCA will assume all responsibilities for the care of the animals, provided that WorkNet covers the costs for the construction of a new habitat. WorkNet would reimburse the SPCA for costs associated with the construction of the Habitat, provided that said costs do not exceed Forty Thousand Dollars (\$40,000.00). Any and all payments to the SPCA would be made in the form of invoices. SPCA and the FL Fish and Wildlife would take this opportunity to educate the public about the humane treatment of all animals, including non-native species, such as iguanas.

Discussion: Ms. Yurkshat of the SPCA gave a brief overview of the organization and the role they will play in assisting with the transition of the iguanas to a new location. The organization also has an avenue for adoption, which ties into their mission for the fair treatment of animals. Board Members commended Ms. Brackney for her due diligence throughout this process and hope to put this matter to rest.

Motion: Jack Geller
Second: Commissioner Gerard

The Board of Directors approved the expenditure of up to \$40,000 for the Society for the Prevention of Cruelty to Animals (SPCA) to build a habitat to relocate the Iguanas currently housed at the Science Center of Pinellas. All invoices of costs and expenditures will be documented by the SPCA. The motion carried unanimously.

Action Item 3 – South County Center Lease

CareerSource Pinellas originally moved into this location in 2008. This location quickly became the busiest center, seeing 45% of all traffic. The South County location is a full service career center offering all services that include but are not limited to: Job Seeker Services, Veteran Services, WIOA, Youth Services, WTP and SNAP. Additionally, the space is shared with three in-house partners: Job Corps, Non-Custodial Parent Employment Program and AARP (Senior Community Service Employment Programs). The details of the lease renewal with Pinellas County Schools are listed below:

- Center address: 3420 8th Avenue South, St. Petersburg, Fl. 33711.
- The new lease continues to cover the same total square footage of 11,025.
- Total cost is remaining the same at \$11.25 per square foot, \$10,335.93 per month, \$124,031.25 per year.
- Duration of the lease: 1 year lease with an option to renew for 3 additional years.

Motion: Scott Wagman
Second: Jody Armstrong
Abstain: Mark Hunt (as an employee of Pinellas County Schools)

The Board of Directors approved to renew the lease with Pinellas County Schools as stated above, maintaining current square footage for a 1-year lease, with an option to renew for 3 additional years. The motion carried unanimously with all the participating board members, with the exception of Mr. Hunt who abstained from the vote due to conflict of interest, as an employee of PCS.

Action Item 4 – Annual 401(K) Plan Audit

WorkNet Pinellas, Inc. 401k Plan is required to have an annual audit by an Independent CPA firm. The Audit Committee approved Powell & Jones to perform a limited scope audit at its July 16, 2019 meeting. As permitted under the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974, the plan administrator instructed Powell & Jones to perform a limited scope audit and thus, they did not perform any auditing procedures with respect to any investment information which was certified by Reliance Trust Company. Powell & Jones did perform audit procedures on employee eligibility, employer and employee contributions, etc. Their responsibility is to express an opinion on the 2018 financial statements based on conducting the audit in accordance with auditing standards generally accepted in the United States. Because Powell & Jones performed a limited scope audit they did not express an opinion on the 2018 financial statements. Their audit report is attached.

Motion: Scott Wagman
Second: Michael Meidel

The Board of Directors approved the enclosed 401(k) report. The report will be filed along with the form 5500 by October 15, 2019. This motion carried unanimously.

Action Item 5 – Health and Wellness Plan

CareerSource Pinellas has invested a significant amount of time to better understand the collective voice of our workforce. We have accomplished this through the Employee Engagement Survey conducted by People Element, opening lines of communication and hosting regular Town Hall meetings. Through these venues, three specific areas of focus have been identified for our employees, 1) reviewing total compensation (salary and benefits), 2) improving communication, and 3) providing training opportunities. In February 2019, hrEdge Consulting conducted a Comprehensive Salary Review. The review was designed to focus on salary range equity externally, as well as internal structure of position titles. One result of this review was the development of a new Job Title Family Structure with aligning Pay Grades implemented on July 1, 2019. Throughout the process of listening to our employees, we have heard their call for a more equitable approach to offering health and wellness benefits. The current benefit plan offers a 28% Benefit Stipend to select from a cafeteria plan of various categories of health and wellness. Employees shared that overall they were satisfied with the benefit choice offerings and their ability to customize a plan that meets their specific needs. However, they also shared their concern that the stipend based on salary is inequitable. As we move forward with a benefit plan for 2020, it is important that we listen to the concerns of our employees and adopt a plan that takes into consideration their concern about equity, while providing for continued choice and customization to meet their individual needs. At CareerSource Pinellas, we believe employees are a valued asset. To remain competitive within the labor market, it is critical that we offer a compensation package that includes comprehensive health and wellness benefits. To assist with this process, on July 17, 2019, Hub International was selected as the

new benefit broker. As the benefit broker, Hub has assisted with reviewing the current employee census, estimating the anticipated cost of health insurance, and identifying options for a comprehensive health and wellness benefit package. The current census is 59 full-time employees with 42 employees (70 percent) currently enrolled in the CareerSource Pinellas-sponsored health insurance. Hub explored renewal costs with Cigna, the existing carrier, as well as United Health Care and Aetna. At this time, Hub cannot provide a guaranteed health insurance rate for January 1, 2020. However, Cigna did advise Hub that CareerSource should anticipate up to a 30% increase in premiums in 2020. Based on this research, we are presenting three options for consideration: Option #1 – 28% Benefit Stipend Plan, Option #2 – Defined Benefit Plan, and Option #3 - Hybrid Benefit Plan.

OPTION # 1: 28% BENEFIT STIPEND PLAN: Career Source Pinellas continues to offer a 28% stipend of the annual salary for employees to participate in a cafeteria style benefit plan. The cafeteria plan allows employees to make their choice from various categories of health and wellness benefits. The 28% Benefit Stipend Plan is awarded in two parts 1) Medical stipend equal to the premium of the minimum essential plan (\$8,190 annually) and 2) Benefit stipend (28 percent less the \$8,910). The average cost of the 28% Benefit Stipend Plan is \$13,967 per employee annually.

OPTION # 2: DEFINED BENEFIT PLAN: CareerSource Pinellas offers a Defined Benefit Plan. This plan provides a defined health and wellness package. The package includes the following: Silver Medical Plan, Dental, Vision, Life AD& D and Long and Short Term Disability. Employees can elect or decline coverage. The Defined Benefit Plan does not allow for employee choice or customization to meet their individual needs. The cost of the Defined Benefit Plan is \$13,080 per employee annually.

OPTION # 3: HYBRID BENEFIT PLAN: CareerSource Pinellas offers a Hybrid Plan. The Hybrid Plan offers the best of both worlds. It continues to offer benefit stipend for employees to participate in a cafeteria style benefit plan. The cafeteria plan allows employees to make their choice from various categories of health and wellness benefits. However, the benefit stipend is offered at a flat, standardized rate for all employees. It is not based on salary. It is based on the estimated cost of a comprehensive, competitive benefits package. In addition to having choice, the plan offers a defined benefit component including Life Insurance, AD&D, Long and Short Term Disability. The Hybrid Benefit Plan is awarded in three parts 1) Medical stipend to equal the premium of the minimum essential plan (\$8,190 annually), 2) Benefit stipend of a flat rate, standardized amount of \$4,390 to spend on cafeteria plan offering of benefits, and 3) Defined benefit of Life Insurance, AD&D, Long and Short Term Disability. The estimated cost per each employee of the latter is \$500. The cost of the Hybrid Benefit Plan is \$13,080 per employee annually.

Current Enrollment Summary: The current census is 59 full-time employees with 70 percent of the employees enrolled in CareerSource-sponsored health insurance including: 28 percent - Gold plan, 28 percent - Silver plan, 5 percent - Bronze plan, and 8 percent - Base plan. Over 70 percent of employees are enrolled in a CareerSource-sponsored dental and vision plans. There is robust participation in the Supplemental plans with LTD, STD, FSA, Life Insurance, and Accident with the highest percent of enrollment. At the start of 2019, there was 100 percent employee participation in the CareerSource-sponsored health and/or benefit plans.

Impact to Employees: With the implementation of either the Defined Benefit Plan or the Hybrid Plan, the impact to employees ranges from annual minimum loss of \$82 to a maximum loss of \$35,920. As expected, the impact will be higher for the six higher compensated staff. Almost 70 percent of employees will gain from a minimum of \$232 to a maximum of \$3,490 in resources to support additional health and wellness benefit.

Benefit Plan Comparison: The benefit amount per employee for both Option #2 and Option #3 is \$13,080. The distribution of this benefit amount varies based on the plan. Option #2 offers a standardized Silver Plan with dental, vision, LTD, STD and Vol Life. Option #3 offers an allotment for the base plan with the opportunity participate in a cafeteria style benefit plan. The cafeteria plan allows employees to make their choice from supplemental health and wellness benefits including upgrading health insurance plans. Additionally, it offers defined benefits for all employees of LTD, STD and Vol Life. The main difference between the two plans is the flexibility for employees to create the mix of benefits that best meets their individual needs. CareerSource Pinellas anticipates a total of 65 benefit eligible employees for PY'2019-2020.

Motion: Scott Wagman
Second: Mark Hunt

The Board of Directors adopted the Hybrid Benefit Plan - Option #3. This plan provides an equitable option to providing benefits while continuing to offer choice and customization to meet individual needs. This option promotes a more equitable approach to offering benefits, invests in the overall health and wellness of our employees, and provides a robust benefit plan to attract and retain talent. This motion carried unanimously.

Other Administrative Matters – The Ad Hoc CEO/Counsel Selection Committee met this morning, before the Board Meeting. The discussion was centered on the renewal of a CEO Contract for Ms. Brackney. On 8/16/19, the Board approved to enter into negotiations to renew the employment contract for Jennifer Brackney as CEO of CSPIN for a multi-year term. The current CEO contract expires on October 31st. 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 Committee recommended a 1-month extension of the CEO contract for Jennifer Brackney, with a new expiration date of November 30th. 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 1st, 2019.

Motion: Jack Geller
Second: Commissioner Gerard

The Board of Directors 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 1st, 2019. The motion carried unanimously.

Information Items

Information Item 1 – CSPIN By-Laws (as approved by Pinellas County BOCC)

The Pinellas County Board of County Commissioners (BOCC) provided revisions to the CSPIN By-Laws. Those revisions reflected the roles and responsibilities of the board members and the Chief Local Elected Officials (CLEO). The document was presented to the Board of Directors on several occasions for their review and approval, as listed below:

- ✓ Ad Hoc Review Committee – 12/12/2018
- ✓ Ad Hoc Review Committee – 01/11/2019
- ✓ Board approved – 02/06/2019
- ✓ BOCC denied – 03/12/2019 (Counsel)
- ✓ Board approved – 06/05/2019 (Board size from 31 to 33)
- ✓ BOCC anticipated approval – 07/23/2019

Modifications: On July 23, 2019 the BOCC modified and approved the CSPIN By-Laws, to make changes as follows:

- Page 2 of the document – A. Adopting, amending or repealing the Articles ~~of By-Laws~~;
- Page 3 of the document, points Q & R – The selecting, hiring and terminating of the Chief Executive Officer and Legal Counsel are now subject to the approval of the Board of County Commissioners.
- Page 3 of the document – Adding a stipulation to Article III, Section 2 of the By-Laws to state the following: *“Nothing herein shall be construed to prevent the Pinellas County Board of County Commissioners from removing the CSPIN Executive Director or legal services provider. Removal of the CSPIN Executive Director or legal services provider is a power reserved to the Pinellas County Board of County Commissioners as the Chief Elected Official.”*
- Page 16 of the document – Amending Article XII, Enactment Provision to include the role of the BOCC as the region’s CLEO: *“Pursuant to 20 C.F.R. 679.310(g), these by-laws shall become effective after approval by the Pinellas County Board of County Commissioners acting as the Chief Elected Official.”*

Previously, the enactment provisions stated: *“These By-laws shall become effective after approval by a two-thirds vote of the [Board] membership after due notice to the membership. Reasonable notice shall be given prior to the meeting at which these By-laws are enacted.”*

Discussion: Board members discussed the modifications at length, with the understanding that the Interlocal Agreement with Pinellas County would need to also be modified to reflect the language in the By-Laws. There was a shared feeling among most board members that it would be of no benefit to contest the County on this stance. Commissioner Gerard explained that the County wants to be maintain oversight over the Board of Directors as its Chief Elected Official, not to stifle nor absorb the organization as a whole. Some board members expressed concerns about the possible risk that the County Commission may exert political influence of the Board of Directors, or that some confusion may arise as to whom the CEO and/or Board Counsel reports to, if the County is given the authority to fire those individuals. Commissioner Gerard assures to take the concerns of the group back to the County Commissioners.

Information Item 2 – Science Center Items – Relocation Progress

Ms. Angela Grannan of Smith and Associates was present at the meeting to give a summary of the timeline of events/activities by the City of St. Petersburg, regarding the acquisition of the Science Center property. This was provided as a handout to the Board Members.

On June 5, 2019 the Board of Directors entered into agreement with the City of St. Petersburg for the sale and purchase of the Science Center property. A tentative closing date is set for late November 2019. Ever since, CareerSource Pinellas staff has been working diligently to relocate several large items, as well as various animals previously housed on the property to new homes. All of the animals have been adopted by individuals who previously cared for them and will continue to do so in the most humane way. Several of the fixtures have been donated to local organizations who will integrate and use them in their educational programs or to further STEM activities. Below is a table tracking this progress.

Item / Animal	Quantity	Estimated Value	Status	Recipient
Iguana Sanctuary	1	\$40,000	Pending	SPCA
Touch Tank	1	\$3,000	Donated	Little Oceans
Aquariums	3	N/A	Donated	Little Oceans
Fossils	Multiple	N/A	Donated	Janine Cianciolo
Snake (Elliott)	1	N/A	Adopted	Paula Sandusky
Tarantula	1	N/A	Adopted	Angela Derriso

Cane Toads	2	N/A	Adopted	Angela Derriso
Ball Python (Layla)	1	N/A	Adopted	Paula Sandusky
Shell Exhibit	Multiple	N/A	Donated	St. Petersburg Shell Club
Arthropods	2	N/A	Adopted	Vicki Wilhelmi
Meade Telescope	1	\$4,000	Donated	St. Pete Astronomy Club
Mosaic Walk of States			Pending	
Planetarium			Pending	
Rocks in Geology Room	Multiple	\$2,500	Pending	St. Petersburg College
Vocational Training Equipment			Pending	

A motion was made to donate the Rock Collection in the Geology Room to St. Petersburg College, to be used for educational purposes.

Motion: Commissioner Gerard
Second: Barclay Harless

The Board of Directors approved to donate the rock collection in the geology room to St. Petersburg College. This motion carried unanimously.

Information Item 3 – Career Resource Center Update

During PY' 2018-2019 CareerSource Pinellas offered two full service and two satellite centers.

Full Service Centers	Address	Services Offered
South County	3420 8 th Ave S St. Petersburg, Fl. 33711	General Job Seeker, Veterans Services, WIOA, WTP, SNAP, Youth Services
Gulf to Bay	2312 Gulf to Bay Blvd. Clearwater, Fl. 33765	General Job Seeker, Veterans Services, WIOA, WTP, SNAP, Youth Services
Satellite Centers	Address	Services Offered
Science Center	7701 22nd Ave North St. Petersburg, Fl. 33710	General Job Seeker, Veterans Services, WIOA, SNAP, Sector IT Training, Youth Services
Tarpon Springs	682 E. Klosterman Road Tarpon Springs, Fl. 34689	General Job Seeker and Veterans Services

As part of the strategic planning, CSPIN conducted a study of current Career Resource Center locations, worked with staff and partners to identify gaps, reviewed leases and outlined several service options. As we move into PY' 2019-2020, CSPIN will continue to offer two full service centers at both South County and Gulf to Bay. Additionally, CSPIN has been in discussion with Saint Petersburg College (SPC) and Pinellas Technical College (PTC) to determine the optimal service strategy for Clearview Adult Education Center and the Tarpon Spring and Epi-Workforce Institute campuses.

- A draft lease has been negotiated with SPC Tarpon Spring campus that maximizes the partnership and integration of career services. The new lease offers 130sq. ft. and shared use of a 3,895 sq ft open area for a total annual cost of \$3,115.13.
- A lease has been negotiated with Pinellas Technical College Clearview Adult Education Center to emphasis services to youth. The new lease offers three classrooms for Construction, GED and a satellite Career Resource Center at no cost.

CSPIN is exploring a unique concept of "Point of Service" satellite services to take workforce services to the community. By utilizing community organizations' existing computer labs, rather than buying more computers, POS satellites reduce overhead cost, avoid duplication, and provide more access points for customers in Pinellas County. Additionally, a usage map was provided in the packet which highlighted the areas where CSPIN centers are located, which areas use the vast majority of our center services and what areas present an opportunity for a new center location.

Information Item 4 – One Stop Operator Update

Below is a summary of work completed under the One Stop Operator Contract during the 2018-2019 Program Year:

1. Maintain Linkages
 - a. Career Center Partner Member List created and updated throughout the year
 - b. CTS Partner Portal showcased and development initiated for implementation in 2019-2020
2. Coordinate Quarterly Meetings
 - a. Partner meetings scheduled and hosted on following dates:
 - i. February 21, 2019 – 6 attendees, 1 partner
 - ii. May 23, 2019 – 14 attendees, 7 partners
3. Memoranda of Understanding
 - a. Per TEGL 16-16 requirements:
 - i. CSPIN Mandatory Partner List created and gaps identified.
 - ii. Sample MOU and Infrastructure Sharing Agreements created for use by CSPIN
 - iii. Mandatory Partner Checklist created for use by CSPIN

4. Universal Design/Barriers to Employment
 - a. Conducted center visits at St. Petersburg, Tyrone, Gulf to Bay, and Tarpon career centers to assess universal design and addressing of employment barriers and summary provided
 - b. Participated in service delivery workgroup to discuss options for unified customer intake models
5. Strategic Plan
 - a. Participated in service delivery workgroup to discuss options for unified customer intake models
6. Customer Satisfaction Initiatives
 - a. Provided monthly analysis of CSPIN customer service and employability skills training surveys
 - b. Extreme Customer Service online training provided and completed by 80 staff in December
 - c. Concierge Customer Service training provided to 13 CSPIN managers in January
 - d. Concierge Customer Service training toolkit created and provided for CSPIN to train front-line staff
7. Internal Monitoring
 - a. File monitoring completed in December 2018 with total of 175 files were reviewed using DEO monitoring tools and report provided to CSPIN
 - b. Procedure review completed in June 2018 with total of 83 procedures and desk guides reviewed and report provided to CSPIN.

Information Item 5 – DEO Daily Governor’s Report

DEO Daily Governor’s Report – (Placement as reported in the Employ Florida system). Local Tracking for Program Year 2018-2019 and 2017-2018.

CareerSource Pinellas				
PY 18/19	Placements	Composite Score	Ranking	Statewide Placements
July	799	166.01%	8	10,973
August	938	161.75%	8	12,656
September	955	162.37%	6	12,922
October	1,020	155.32%	6	14,407
November	765	143.56%	8	11,914
December	658	148.21%	8	11,230
January	711	137.22%	6	12,219
February	703	165.17%	6	9,840
March	654	144.95%	6	10,266
April	610	139.04%	8	10,234
May	660	139.25%	9	11,061
June	455	121.38%	6	8,606
Totals	8,473	151.17%	7.1	127,722

Information Item 6 – Performance Dashboard as of 6.30.2019

A performance dashboard of the last program year 2018-2019 was provided within the packet, which highlighted the number of employers and job-seekers served within each program.

Information Item 7 – MOU/IFA Renewals: CareerSource Pinellas and WIOA Mandatory Partners

The Workforce Innovation and Opportunity Act of 2014 relies heavily on the One-Stop delivery system to coordinate resources and to prevent duplication and ensure effective and efficient delivery of workforce services in Pinellas County. This Memorandum of Understanding (MOU) establishes joint processes and procedures that enable Partner integration into the One-Stop Delivery System resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities in Pinellas County. The Infrastructure Funding Agreement (IFA) establishes a financial plan, including terms and conditions, to fund the services and operating costs of the One-Stop customer delivery system. Both parties to this IFA agree that joint funding is a necessary foundation for an integrated service delivery system. CareerSource Pinellas staff will be outreaching to partners to coordinate the renewal of the MOU/IFA agreements.

Partner Program	Partner Organization	Authorization/Category	Contact Information	Co-Located
AARP Foundation SCSEP	AARP Foundation	Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)	Giovanni Barcesi, gbarcesi@aarp.org	Yes
Career, Technical &	Pinellas County School Board	WIOA title II Adult Education and Family	Mark Hunt, huntwi@pcsb.org	Yes

Adult Education Programs		Literacy Act (AEFLA) Program		
Career, Technical & Adult Education Programs	Pinellas County School Board	Career and technical education programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)	Mark Hunt, huntwi@pcsb.org	Yes
Community Services Block Grant	Pinellas Opportunity Council	Employment and training activities carried out under the Community Services Block Grant Act (CSBG) (42 U.S.C. 9901 et seq.)	Carolyn King, cking@poc-inc.org	No
Division of Blind Services	FL Department of Education	State Vocational Rehabilitation (VR) Services program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV	Nancy Brown, District Administrator- Nancy.Brown@dbs.fldoe.org Marcela Blanchett- Employment Placement Specialist- Marcela.Blanchett@dbs.fldoe.org	No
Job Corps	Odle Management	Job Corps, WIOA Title I, Subtitle C	Tim Foley, foley.tim@odle.com Samuel Kalapo, kolapo.samuel.1@jobcorps.org	Yes
Vocational Rehabilitation	FL Department of Education	State Vocational Rehabilitation (VR) Services program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV	John Howell, john.howell@vr.fldoe.org	No

Information Item 8 – Performance Dashboard as of 6.30.2019

A summary of the financial statements for CSPIN was provided for the entire PY 2018-2019. It included a statement of revenues and expenditures, the cost allocation report, the grant status report and the pooled cost report.

Information Item 9 – YouthBuild Monitoring Report

On June 17-20, 2019, the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Atlanta Regional Office conducted a compliance review of the following program: CareerSource Pinellas YouthBuild Grant (YB-30072-17-60-A-12). The complete report was enclosed, which resulted in no findings or areas of concern.

Information Item 10 – Financial Compliance Monitoring Report

The Department of Economic Opportunity (DEO), Bureau of Financial Monitoring and Accountability (FMA) uses its financial monitoring tool as a guide to conduct the monitoring. The tool was developed to provide the framework for monitoring activities performed by FMA as well as the criteria used to monitor. This tool was provided to the Local Workforce Development Board (LWDB). This report was prepared at the conclusion of the DEO's financial monitoring activities performed for LWDB-14 for the 2017-18 and 2018-19 monitoring periods. Each monitoring period included a site visit that occurred during the weeks of April 2, 2018 and June 3, 2019. A full copy of the report was included.

Information Item 11 – Department of Economic Opportunity: 2019-2020 Internal Control Questionnaire and Assessment

The Internal Control Questionnaire and Assessment (ICQ) was developed by the Department of Economic Opportunity (DEO), Bureau of Financial Monitoring and Accountability, as a self-assessment tool to help evaluate whether a system of sound internal control exists within the Local Workforce Development Board (LWDB). An effective system of internal control provides reasonable assurance that management's goals are being properly pursued. Each LWDB's management team sets the tone and has ultimate responsibility for a strong system of internal controls. The self-assessment ratings and responses should reflect the controls in place or identify areas where additional or compensating controls could be enhanced. When the questionnaire and the certification are complete, each LWDB must submit them to DEO by uploading to SharePoint. A copy was distributed at the meeting. The Board of Directors has no edits to be made to the document presented and the Board Chair will move forward with executing the document for submission to DEO.

Committee Reports

Ad Hoc Selection Committee - The Compensation Committee met on September 9th. The Committee discussed and approved the Legal Services RFP. CareerSource Pinellas is seeking legal services from qualified firms that are properly licensed with extensive experience in Public and Administrative laws, to serve as General Counsel to the Local Workforce Development Board, as well as Counsel to CareerSource Pinellas. A copy of this RFP, containing all pertinent details is available as a Handout for members. The RFP will officially be published on September 19, 2019. It will be advertised in 2 local newspapers and posted on the public website. The deadline for answers submission is October 18th. This RFP will be evaluated and scored by the members of the Ad Hoc Selection Committee, as specified in the By-Laws.

Audit Committee - The Audit Committee met on September 9th. Richard Powell, of Powell & Jones, presented the report for the year-ended December 31, 2018, 401(k) audit that was discussed and included in today's agenda. The Audit Committee approved the 401(k) Audit as presented. In addition, the Committee was presented with and discussed the contents of DEO's Financial Compliance Monitoring report that was shared as an information item today. The committee will meet again upon completion of the annual financial statement audit. Fieldwork is scheduled to begin on-site on Monday, September 23.

Compensation Committee - The Compensation Committee met on September 9th. The Committee discussed the Health and Wellness Plan which was included in today's packet. The recommendation from the committee was to adopt the Hybrid plan option. This option promotes a more equitable approach to offering benefits, invests in the overall health and wellness of our employees, and provides a robust benefit plan to attract and retain talent.

One Stop Committee - The One Stop Committee met on August 22nd. The committee discussed the South County Lease, which was presented at this morning's meeting. Several other informational items were discussed, including: the career resource update, the OSO update and the MOU/IFA renewals. The Committee also discussed the current STEM Career Outreach initiative, in partnership with Pinellas Education Foundation and Pinellas County Schools. This outreach effort supports opportunities to develop creative and innovative projects in the STEM fields. For the PY'19-20, up to \$10,000 have been allocated to provide outreach and support for STEM careers and education for K-12 students. The school presentations will be highlighted at the One-Stop meeting in April 2020. The next one stop committee is scheduled for October 24th.

Workforce Solutions Committee - The Workforce Solutions Committee met on August 20th. CSPIN is in the midst of planning the Workforce and Education Summit. As partners and representatives on the Committee, both Pinellas Technical College and St. Petersburg College will assist with planning the event. This one-day event is being planned for February 20th of next year and will consist of a continental breakfast, a keynote speaker, breakout sessions for sectors such as education and business. The next Workforce Solutions Committee is scheduled for October 8th.

CEO Report

- As part of the Workforce Professional Development Summit, the FWDA met to talk about some of the items that impact workforce development in FL. Michelle Dennard (President and CEO of CareerSource Florida) discussed the strategic plan for the CS Florida Network.
- In early 2020, a new 4-year workforce plan would have to be developed for CSPIN, as the current one is coming to term that same year.
- Ms. Brackney thanks the leadership team present for their hard work and dedication in improving the region's workforce.

Public Comments: None

Open Discussion: None

Adjournment: The meeting was adjourned at 1:35 p.m.