

**CareerSource Pinellas  
Board of Directors Minutes**

Date: Wednesday, November 20, 2019, at 11:45 A.M.  
Location: Epicenter: 13805 58<sup>th</sup> 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**

William Apple (phone), Jody Armstrong, Manny Bhuller (phone), Candida Duff, James England, David Fetkenher (phone) Jack Geller, Commissioner Patricia Gerard, Barclay Harless, Andrea Henning, John Howell (phone), Mark Hunt, Carolyn King (phone), Samuel Kolapo (phone), Karla Leavelle, Russell Leggette, Joanne Lentino, Michael Meidel, Dr. Rebecca Sarlo, Sheryl Sheppard, Amy VanNess (phone), Zachary White, Kenneth Williams, Glenn Willocks.

**Board Members Absent**

Vivian Amadeo, Celeste Fernandez, Michael Jalazo, Dr. William Law, Michael Logal, Kay McKenzie, Debbie Passerini, Chad Simpson, Scott Wagman.

**Guests**

Dan McGrew – Dynamic Workforce Solutions  
Shellonda Rucker – Eckerd Connects  
Melissa Welker – Ed2Go

**Staff in attendance**

Jennifer Brackney, Don Shepherd, Steven Meier, Michelle Moeller, April Torregiante, Nancy Schultz, Liz Doyle, and Carlows Ellis.

**Welcome & Introductions**

Jennifer Brackney introduced and asked the Board to welcome two new staff members: Nancy Schultz, HR Business Partner and Liz Doyle, Coordinator, Special Projects.

Chairwoman Leavelle welcomed all the participating members. She highlighted 5 topics:

1. The real estate close for the Science Center is scheduled for 11.20.2019 at 2pm, completing the sales transaction with the City of Saint Petersburg. Chairwoman Leavelle thanked everyone that was involved in ensuring the positive transition of the Science Center.
2. Florida's Employment rate was recently reported at 3.2%, the lowest unemployment rate of the ten largest states, and while good news, it makes the climate more challenging for employers.
3. CSPIN sponsored a successful Veteran's Career Fair on 11.12.2019, hosting 50 employers and serving 150 job seekers. The next fair is planned for January of 2020.
4. Compliance Review USDOL/ETA – a letter of response was issued by USDOL/ETA to DEO on 10.14.2019, requesting supplemental information from CareerSource Pinellas. The message from the USDOL seems to request that local workforce boards take an "in the weeds" approach to policy and operations. Chairwoman Leavelle expressed concerns about this new direction (i.e., for the role of the Board to be involved in more tactical issues), and explained the necessity for the detailed policy review that were included as multiple action items in today's meeting.
5. CSPIN's new Local Workforce Development Plan is due to DEO in March of 2020. Chairman Leavelle discussed the Board's involvement in the strategic planning process and the drafting of the local workforce development plan. She explained that it may make sense for the Board to assist in the strategic planning process. She asked Board members to consider actively participating in this process. As required by guidance from DEO, the draft local workforce development plan will be posted for 30-days for public comment beginning in early February.

**Action Item 1 – Approval of the Minutes – 09.18.2019 Board of Directors**

The minutes of the September 18, 2019 Board of Directors meeting were presented for approval.

Motion: Jack Geller
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Second: Michael Meidel
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*The minutes were approved as presented. This motion carried unanimously. There was no further discussion.*

**Action Item 2 – Administrative Policies**

As part of the Compliance Review, USDOL/DEO requested that CSPIN review and update seven (7) Administrative Policies. The modification of these policies helps ensure alignment with rules and regulations outlined by United States Department of Labor (USDOL), Department of Economic Opportunity (DEO), and CareerSource Florida (CSF).

Outlined below and contained in the agenda packet were seven (7) CareerSource Florida Administrative Policies for review and consideration.

- Jobseeker Registration
- Job Orders and Placement
- Employer Services
- Work-Based Training
- On-the-Job Training (OJT)
- Employed and Incumbent Worker Training
- WIOA Youth Program Eligibility

These policies will be available for further discussion as part of the drafting of the new Local Workforce Development Plan due to DEO in March 2020.

Discussion: It was reiterated that all of the policies presented were directly from CareerSource Florida (CSF), in-line with DEO policy. It was discussed that the DOL Compliance Review appeared to be targeted toward DEO as much to the Local Workforce Board, confirming the prudence of closely aligning local policy with state-wide policy as it evolves, pending further guidance from USDOL/DEO.

Motion: Jack Geller
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Second: Mark Hunt
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*The Board of Directors approved the adoption of the seven (7) CareerSource Administrative Policies for implementation immediately. The policies will be reviewed and incorporated in the Local Workforce Development Plan that will be presented for approval by the Board in March 2020. This motion carried unanimously.*

**Action Item 3 – Proposed PY 2019-2020 Budget Modification 1**

The Finance Committee recommended approval of an increase in total budgeted revenues/expenses, from \$10,433,031 to \$10,942,753, for an overall increase of \$509,722. This is due to the following:

**Workforce Innovation and Opportunity Act (WIOA) Programs:**

- Decrease in WIOA Adult - \$<137,135>
  - Decrease offset by WIOA Supplemental grant issued
- Increase in WIOA Supplemental - \$137,135
  - Grant issued by DEO on 7/22/19
- Increase in WIOA Dislocated Worker - \$396,681
  - Anticipated spending for this 2-year grant did not occur until after July 1, 2019. This resulted in a higher than expected reserve from 2018-2019
- Increase in Career Ready – Sector Strategies IT - \$86,248
  - Remaining funds for this grant scheduled to end on June 30, 2019, reallocated to no-cost extension grant
- Increase for Apprenticeship Expansion grant- \$10,000

- Lower than expected spending in 2018-2019 resulted in higher reserve from 2018-2019
- Increase for WIOA Soft Skills grant - \$29,793
  - Lower than expected spending in 2018-2019 resulted in higher reserve from 2018-2019

**Direct Grants and Special Programs:**

- Decrease in JWB Youth Innovators - \$<13,000>
  - Grant closed out without spending all allocated funds.

Discussion: There was a question regarding funding remaining in the Youth Innovators program. The funding remaining was from the previous year. JWB had written a letter regarding their concern with program execution prior to 2018. Based on discussion with JWB, CareerSource Pinellas decided not to move forward with the Youth Innovators program allowing time for CSPIN to focus on current activities. However, all indications are that this decision will not negatively impact CSPIN’s ability to participate in future grants.

Motion: Mark Hunt
Second: Jack Geller

*The Board approved adjustments to the revenue budgets and resultant modifications to the expenditures budgets. The motion carried unanimously.*

**Action Item 4 – CEO Contract Renewal**

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 Ms. Brackney’s contract was extended for one month, ending 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 met to confirm the contract terms and to review CEO performance goals.

Five motions were submitted and approved by the Ad Hoc CEO/Counsel Committee:

1. Renew a three-year contract with the CEO.
2. The new contract salary for the CEO will be \$179,500 annually.
3. Includes a lump-sum, 5 percent performance stipend, consistent with compensation for all employees.
4. CEO compensation will be retroactive to the contract period beginning November 1, 2019.
5. Outlined performance goals were reviewed and accepted.

Timing of performance review will be in the fourth quarter of the calendar year. The contract will include any supplemental benefits that the Board may approve during the period of the contract, for members of the leadership team, e.g., deferred compensation in line with County employees.

Discussion: There was general conversation regarding high praise for Ms. Brackney’s exemplary performance and reputation through challenge and change. The dates of the motion were also corrected to December 1<sup>st</sup>, 2019, through November 30<sup>th</sup>, 2022, because of the 1-month contract extension.

Motion: Jack Geller
Second: Russell Leggette

*Approve the renewal of the CEO employment contract and goals for Jennifer Brackney for the period of December 1st, 2019, through November 30th, 2022. The motion carried unanimously.*

**Action Item 5 – Vendor Recommendation: Legal Services RFP**

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 Florida's 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.

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 reviewed/scored the proposals independently. Aggregated scores (out of 100 points) from three reviewers were as follows:

Company Name	Score
<a href="#">Gray, Robinson, P.A.</a>	96.33
Massy Law Group, P.A.	70.67
Persson, Cohen & Mooney, P.A.:	63.67

At the request of the Ad Hoc CEO/Legal Counsel Committee, the hourly rate for Gray, Robinson, P.A. was confirmed at \$295 per hour.

Discussion: There was conversation regarding Gray, Robinson, P.A.'s broad and deep experience with Workforce, employment law, and their hourly rates. It was discussed that Trenam Law will provide ongoing support for CSPIN during the transition for situations such as the Cybersecurity and may be asked to complete pre-existing employee-related legal matters depending on how Grey Robinson would like to proceed with these matters.

Motion: Jack Geller
Second: Commissioner Gerard

***The Board of Directors approved the selection of Gray, Robinson, P.A. for legal counsel services beginning December 1, 2019 and authorized proceeding with the engagement letter. The motion carried unanimously.***

#### **Action Item 6 – Health and Wellness Plan**

At the September 18<sup>th</sup> Board meeting, the Board of Directors adopted the Hybrid Benefit Option #3. The plan continues to offer benefit stipends 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, 2) Benefit stipend of a flat rate, standardized amount to spend on cafeteria plan offering of benefits, and 3) Defined benefit of life insurance, AD&D, long- and short-term disability. The cost of the Hybrid Benefit Plan is estimated to cost \$13,080 per employee.

The current census is 59 full-time employees with 42 employees (70 percent) currently enrolled in CareerSource Pinellas-sponsored health insurance.

CSPIN's Hub, benefits broker approved by the Board, has received plan renewal information from Cigna for plan-year, 2020. There is an overall increase of 28% from current 2019 rates. Hub has also submitted

a request to United Healthcare, Blue Cross, Aetna, and Humana to determine if plan design and rates can be improved. Hub expects alternative carrier proposals by Friday, November 22, 2019. Hub is also in the process of reviewing final numbers for a transfer of ancillary benefits, dental, vision, short- and long-term disability, voluntary life, and employer-paid life policies to Principal insurance company.

Discussion:

Motion: Jack Geller
Second: Commissioner Patricia Gerard

*The Board of Directors approved the Health Benefits/rates as presented by Cigna or benefits/rates that are determined to be more advantageous upon full review of market quotes for the 2020 plan. Benefit enrollment will begin in December 2019. The motion carried unanimously.*

**Action Item 7 – 2019 Employee Handbook**

The template utilized for the Employee Handbook was provided by legal and reviewed by the HR Business Partner.

The following is a summary of the recommended changes to the CSPIN Employee Handbook that were reviewed by the Compensation Committee:

Section	Page	Proposed Change
Mission Statement	6	Reflect web page
Introductory Period	8	Changed from a 180-day Probationary Period to a 90-Day Introductory Period
Nepotism	10	Added employee in authority unable to make personnel decisions, and added to relations
Flex Time	12	Flex time can only be earned based on business needs, must be approved and used within the same week.
Modified Work Schedule	12	MWS is defined as a work schedule that regularly deviates from normal work hours of Monday through Friday from 8am to 5pm. In general, work schedules will only be adjusted by 30 minutes increments. Must be approved by the CEO.
Lunch Periods	13	Must be taken between the hours of 11am-2pm.
PTO	17	PTO may not exceed a total of 480 hours. Changed from 800 hours.
Personal Days	20	Increased from 3 to 4 days a year. No flex time may be used for personal reasons.
Leave for Emergency Closing	21	Rewrote this section – added up to 4 days paid maximum
Absenteeism and Tardiness	24	Eliminated the reference to rolling 12 month period.
Appearance Policy	24	Updated to professionalism and acceptable /non-acceptable piercings
Company Car	31	Added this section
Safe Driver	34	Added this section
Employee Discipline	40	Rewrote this section

Discussion: It was emphasized that the approval was pending further review by legal counsel and staff to ensure regulatory compliance.

Motion: Jack Geller
Second: Mark Hunt

*The Board of Directors approved and adopted the draft CSPIN 2019 Employee Handbook, pending a final review by Legal and staff. The motion was passed unanimously.*

### **Action Item 8 – Human Resources Policies**

As part of the Compliance Review, USDOL/DEO have requested CSPIN review and update three (3) HR Policies. See items marked with an asterisk (\*) below. The modification of these, as well as the below three additional policies, helps ensure alignment with rules and regulations outlined by United States Department of Labor (USDOL), Department of Economic Opportunity (DEO), CareerSource Florida (CSF), and HR best practices. CareerSource Pinellas will review periodically to determine necessary action for creation of new policy or policy revisions.

Outlined below and contained in the agenda packet were the six (6) CSPIN HR policies that were reviewed for consideration by the Compensation Committee.

- Whistleblower\*
- Grievance\*
- Discrimination Complaint\*
- System Access
- Handling and Protecting Personal, Identifiable Information
- Family and Medical Leave Act (FMLA)

Discussion: There was a question regarding the “periodic review” process, and it was explained that while there was no set schedule, CSPIN would be closely monitoring revisions at the CSF/state-level.

Motion: Jack Geller
Second: Kenneth Williams

***The Board of Directors voted to approve and adopt the HR Policies listed above, pending a final review by Legal. The motion passed unanimously.***

### **Action Item 9 – Strategic Policies**

As part of the Compliance Review, USDOL/DEO have requested CSPIN review and update three (3) Strategic Policies. The modification of these policies helps ensure alignment with rules and regulations outlined by United States Department of Labor (USDOL), Department of Economic Opportunity (DEO), and CareerSource Florida (CSF). CSF Strategic Policies are high-level principles or directional statements to inform or clarify federal or state legislation, policies or workforce system strategies that are approved by CSF Board.

As CSF approves new Administrative and/or Strategic Policies, CareerSource Pinellas will review to determine necessary action for creation of new policy or policy revisions. Additionally, CareerSource Pinellas is in the process of reviewing all existing CSF polices against the current CSPIN policies to identify required action.

The Compensation Committee reviewed and approved the CSF Conflict of Interest policy and the CSPIN Authorization of Bonuses and Pay Raised policy during its meeting on November 14, 2019. The Ethics and Transparency Policy was previously approved on October 31, 2018, at the CSPIN Board of Directors meeting.

- Ethics and Transparency (*approved October 31, 2018*)
- Conflict of Interest
- CSPIN Authorization of Bonuses and Pay Raises

Discussion: A suggestion was made to make a change to the wording of the Authorized Compensation Policy, to strike out “all forms of pay increases” in the proposed language because it could be too intrusive, e.g., any promotion would need to be brought to the Board. The revised policy statement would read:

*“The Local Workforce Development Board will approve all performance evaluation increases/stipends, bonuses, pay ranges, and benefit stipends.”*

There was robust discussion around whether the language relating to the policy i.e. new hires, pay-scale, salary ranges job titles, tenure and board due diligence regarding oversight.

**An amendment was proposed to withdraw the Authorization of Bonuses and Pay Raises Policy from Action Item 9 and send it back to the Compensation Committee.**

Motion to Amend: Russell Leggette
Second: Commissioner Patricia Gerard

*The Board of Directors approved the motion to withdraw the Authorization of Bonuses and Pay Raises Policy from Action Item 9 and send it back to the Compensation Committee. The motion was passed unanimously.*

**A motion was made to approve the remaining Action Item 9, CSF Conflict of Interest policy (only), since the Ethics and Transparency Policy was already approved at the October 31<sup>st</sup>, 2018 Board of Directors Meeting.**

Motion to Approve the Amended Action Item 9: Jodi Armstrong
Second: Russell Leggette

*The Board of Directors voted to approve the CSF Conflict of Interest policy. The motion passed unanimously.*

**Action Item 10 – Employee Onboarding Checklist**

As part of the Compliance Review, USDOL/DEO have requested CSPIN review and update the Employee Onboarding Checklist. The template utilized for the checklist was provided by the HR Business Partner. A copy of the Checklist was included in the Agenda packet and recommended for approval by the Compensation Committee during its meeting, November 14.

Discussion: There was again expressed concern by several Board members over the level of Board involvement in detailed matters such as the Employee Onboarding Checklist. The Board is concerned about getting too far “into the weeds.”

Motion to Approve Action Item 10: Mark Hunt
Second: Barclay Harless

*The Board of Directors voted to approve the CSPIN Employee Onboarding Checklist. The motion passed unanimously.*

**Action Item 11 – Organizational Chart**

As part of the Compliance Review, USDOL/DEO have requested CSPIN review and update the Organizational Chart.

The Compensation Committee reviewed and approved the enclosed Organizational Chart during its meeting on November 14, 2019. There were a few revisions made since the Agenda was distributed, most notably the addition of a new Director, Administrative Systems, and the reassignment of marketing personnel under the supervision of a Director (to be determined). One impetus for some of the changes was the recognized need of cross-training as part of succession planning. It was explained that the chart, as presented, confirms director-level roles and above, but there may be some minor reorganization of sub-director roles, e.g., marketing, as the new organization evolves, and as the skillsets/fit of recently onboarded employees are demonstrated.

Discussion: The new directorial roles, specifically Special Projects Director, will support a stronger succession plan and better cross-training. A suggestion was made to assign leadership names to the

chart so that the Board would have a clearer picture of the organization. It was agreed that the Organizational Chart is dynamic and may change as the organization grows.

Motion to Approve Action Item 11: Jack Geller
Second: Barclay Harless

*The Board of Directors voted to approve and adopt the CSPIN Organizational Chart. The motion passed unanimously.*

**Action Item 12 – Cybersecurity: Ransomware Update**

On October 2, 2019, Board members were notified of a ransomware incident. CTS, CSPIN's IT service provider, worked to remediate this incident while also preserving impacted files for further forensics testing. CSPIN engaged an outside computer forensics firm for further investigation of the incident as well as assisting in the restoration of data.

CSPIN next steps will be to develop a comprehensive security, remediation and rebuild plan based on recommendations from the forensic review.

Based on best practices, it is recommended that CSPIN procure Cybersecurity services to provide a full spectrum of cybersecurity consulting services to help plan, implement and maintain governance and/or compliance, assess security posture, and train staff to create a culture of security.

The scope of engagement includes:

- 1) Cybersecurity Policy Review and Development
- 2) External/Internal Vulnerability & Security Controls Assessment
- 3) Network Penetration Test
- 4) 24/7 Cyber Lorica SIEM/SOC Monitoring
- 5) Managed Cybersecurity Awareness Training.

Discussion:

There was discussion around the need to have a Cybersecurity monitoring and advisory service that is separate from our IT solutions partner. The language of the Action Item from the agenda needs to be changed from "RFP" to "RFQ," which was a typo.

Motion to Approve Action Item 12: Barclay Harless
Second: Jack Geller

*The Board of Directors voted to approve the issuance of an RFQ for the provision of Cybersecurity services. The motion passed unanimously.*

**Action Item 13 – Local Workforce Development Board Plan Consultant**

The Department of Economic Opportunity has finalized the WIOA Local Plan Guidelines for the development of the comprehensive Local Workforce Development Board four-year plan (2020-2024). To facilitate the process, CareerSource Pinellas will seek the services of a consultant that is familiar with the process.

**Key Dates are as follows:**

Event	Date (On or Before)
Local Plan Guidelines Issued	November 1, 2019
Labor Market Analysis Sent to Local Boards	December 6, 2019
Local Plans Due	March 16, 2020
WIOA Statewide Unified Plan Due	March 30, 2020
WIOA Statewide Unified Plan Approved	May 1, 2020
Local Plans Approved	June 4, 2020
WIOA Program Year 2020 Begins	July 1, 2020

Based on the activities required to provide adequate input from stakeholders and Board members, it is recommended that CSPIN secure a facilitator to assist with the development of the strategic plan. The scope of work would include the development of a comprehensive strategic plan that will help sustain growth and provide direction to the organization over the next four years. The process will be an inclusive one, engaging key community stakeholders, Board members, and staff.

The approach to strategic planning will be designed to ensure the following: data to drive decision making; time to allow for deliberation and reflection; and information on best practices and community strategy development process, and proven strategies. The process will accomplish the following: 1) engage the Board, staff and stakeholders in a robust process; 2) create a strategy and identify strategic priorities that guide the organization over the next few years, and 2) obtain commitment at all levels that the direction identified is the direction all are committed to work toward. The estimated cost is up to \$15,000.

Discussion:

There was general agreement that support and facilitation for the strategic planning process was a good idea. It was noted that the MOU's listed at the end of Action Item 13, are part of the strategic planning process, and do not need to be voted on.

Motion to Approve Action Item 13: Jack Geller
Second: Russell Leggette

A motion to amend Action Item 13 was made to amend the action item such that the consulting project would not exceed \$15,000.00

Motion to Approve the Amendment to Action Item 13: Jodi Armstrong
Second: Commissioner Patricia Gerard

*The Board of Directors voted to approve the simple and informal procurement method of obtaining quotes in order to secure services to facilitate the strategic planning process required for the (2020-2024) Local Workforce Development Plan. The resulting services will not exceed \$15,000.00. The motion was passed unanimously.*

**Other Administrative Matters – None**

**Information Items**

**Information Item 1 – USDOL Compliance Review Update**

USDOL/ DEO Compliance Review Background: CareerSource Pinellas received the U.S. Department of Labor Employment and Training Administration (USDOL/ETA) Compliance Review of CareerSource Tampa Bay (CSTB) and Career Source Pinellas (CSPIN) on May 16, 2019. The report was submitted to Ken Lawson, Executive Director Florida Department of Economic Opportunity (DEO) and was issued by the Atlanta Regional Office on May 15, 2019.

On June 28, 2019, the Florida Department of Economic Opportunity (DEO) submitted to the U.S. Department of Labor, Employment and Training Administration (ETA), Atlanta Regional Office, responses to the Findings contained in the ETA's May 15, 2019 report of the Compliance Review.

On October 14, 2019, USDOL/ETA issued a letter of response to DEO. USDOL/ETA acknowledged DEO efforts in working with CareerSource Tampa Bay and CareerSource Pinellas to begin to implement many of the corrective actions that are required to resolve the Findings. However, as reflected in the Compliance Review Report, the documentation provided and corrective actions taken to date are insufficient to fully address the required actions in the Findings. As a result, 16 of the 17 Findings remain unresolved.

In response, DEO requested supplemental information from both CSTB and CSPIN. The supplemental information was due to DEO for review on or before November 12, 2019. DEO will review this information in an effort to provide a written response to USDOL/ETA as required by November 28, 2019.



**Information Item 2: Science Center Relocation Update**

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. All preparations for today’s closing went as planned and the buyer was pleased with the condition of the premises during a walk-through. The CEO thanked the Director of Workforce Programs for her diligence and perseverance to successfully transition the building to new ownership. The closing date was set for November 20, 2019 (today), following today’s Board Meeting.

**Information Item 3: DEO Daily Governor’s Report –** (Placement as reported in the Employ Florida system)

### Local Tracking for Program Year 2019-2020 and 2018-2019

CareerSource Pinellas				
PY 19/20	Placements	Composite Score	Ranking	Statewide Placements
July	371	104.17%	11	8,426
August	341	117.58%	12	6,985
September	385	120.49%	11	7,974
October	370	88.83%	14	9,831
November				
Totals	1,467	107.77%	12.0	33,216

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

**DEO Definitions and report methodology**

The Monthly Job Placement Report - developed by the Florida Department of Economic Opportunity and [CareerSource Florida](#) - supports measurement, management and service improvements aimed at helping Floridians find jobs through services and resources provided by Florida's workforce system.

The Monthly Job Placement Report provides real-time measurement of job placement performance by the state's [24 Local Workforce Development Areas](#) and the nearly 100 [CareerSource centers](#) they direct.

## Information Item 4: CSPIN Workforce Operations Performance Dashboard (as of 11.08.2019)

Active			PY 19-20 Totals			
Adult 712	OST 355	OJT 8	Employers Served 456		Individuals Served 8,245	
DW 445	Apprenticeship 167		Returning Employers 361	Returning % 79.17%	Staff Assisted 6,413	Self Assisted 1,832
Youth 301	Work Experience 1		Direct Placements 51	Job Orders 263	Individuals Employed 2,024	WP Average Wage \$13.33
<b>WIOA AD</b> Adult EE: 78      Adult Non-EE: 0 Adult EE Rate: 100 % Adult Average Wage: \$21.28      Adult Median Wage: \$25.06			<b>WIOA DW</b> DW EE: 50      DW Non-EE: 0 DW EE Rate: 100 % DW Average Wage: \$20.38      DW Median Wage: \$19.85		<b>WIOA Youth</b> Youth Closed Positive: 37      Youth Closed Non-Positive: 0 Youth PO Rate: 100 % Youth Average Wage: \$11.56      Youth Median Wage: \$11.13	

Source: Employ Florida/OSST

Last Updated  
11/8/2019

## Information Item 5: Financial Reports through September 30, 2019

A brief overview of the financial reports provided in the agenda was given. There were no questions.

### Committee Meetings

#### 1. Ad Hoc CEO/Counsel Selection Committee (Leavelle)

The Ad Hoc/Counsel Selection Committee met on November 6<sup>th</sup>. The Committee discussed and approved Board action items related to contract renewal and goals for CEO, Jennifer Brackney.

The committee also reviewed and scored RFP submissions for CareerSource Pinellas' Legal Counsel. Aggregated RFP response scores were tallied and the law firm of Gray, Robinson, P.A., scored significantly higher than the other two law firms. The committee moved to submit the action item for Board approval of Gray, Robinson, P.A. as the selected vendor.

Both topics have been voted on today as action items.

#### 2. Finance Committee (Meier)

The Finance Committee met on October 30<sup>th</sup>. The Committee approved the Program Year 2019-2020 Budget Modification #1, which was included in today's packet as an action item. The committee also reviewed the financial information that was included in today's packet as information items.

The Committee also discussed a disallowed cost. Volunteer Florida determined the AmeriCorps grant that ended September 30, 2018 that \$3,000 of Criminal Background costs were disallowed. The two staff members had been issued background checks; however, these previous background checks did not satisfy the AmeriCorps requirement. CareerSource Pinellas was required to submit payment for the amount.

In addition, CareerSource Pinellas received an IRS penalty related to non-compliance with the Affordable Care Act. The initial penalty was \$30,000 however counsel negotiated this down to \$2,700 which was paid in October.

Lastly, information was submitted to the Department of Labor to obtain a provisional Indirect Cost Rate for 2018-2019. The DOL acknowledged receipt and will work with CFO, Steven Meier, to finalize this rate. As a reminder, CareerSource Pinellas has been using the 10% de minimis rate.

The next Finance Committee Meeting is scheduled for December 18<sup>th</sup>, 2019

### **3. Compensation Committee (Duff)**

The Compensation Committee met on Thursday, November 14<sup>th</sup>. Action items included a review of action items presented in today's Board meeting, including the proposed Health and Wellness plan, the revised "draft" 2019 Employee Handbook, updated HR and Administrative Policies, updated Employee Onboarding Checklist, and CSPIN Organizational Chart. The Committee will meet again in 2020.

### **4. One Stop Committee (Moeller)**

The One Stop Committee met on October 24<sup>th</sup>. Other than Approval of Minutes, there were no action items. One Stop Goals for 2019-2020 were reviewed in detail, highlighting the primary focus on Youth (ages 18-24) services. Updates were also provided regarding the Status of Enrollments, ranking via Monthly Management Reports, Florida Workforce Measures, Center Traffic, and Website/Social Media Traffic. Overall, CareerSource Pinellas is meeting or exceeding expectations.

One Stop Operator Dan McGrew also provided the following update: Below is a summary of work completed under the One Stop Operator Contract since the last One Stop Committee Meeting, August 22<sup>nd</sup>, 2019:

1. Maintain Linkages
  - a. Access to Partner Portal provided by CTS and populating partner pages began.
  - b. Plan to launch to partners at 10/24/19 Partner Meeting
2. Coordinate Quarterly Meetings
  - a. Partner meeting held on 8/22/2019 with 7 partners and 11 attendees. Minutes and handouts distributed to members.
3. Universal Design/Barriers to Employment
  - a. Center visits conducted on 10/15 to assess changes in service delivery.
4. Strategic Plan
  - a. Attended CSPIN Board Meeting on 9/18/2019 to provide update on One Stop Operator deliverables.
5. Customer Satisfaction Initiatives
  - a. Provided monthly analysis of CSPIN customer service and employability skills training surveys for August and September
  - b. Extreme Customer Service Transformation course developed and awaiting deployment to staff.
6. Internal Monitoring
  - a. Scheduled for December 2019.

The next One Stop Committee meeting is scheduled for February 27<sup>th</sup>, 2020.

### **5. Workforce Solutions Committee (Torregiante)**

The Workforce Solutions Committee met on October 8<sup>th</sup>. Other than Approval of Minutes, there were no action items. Workforce Solutions Strategic Plan Goals Updates for 2019-2020 were reviewed in detail, as well as Training Provider metrics, OJT provider spending, Industry Sector trends, and a new, collaborative education initiative that includes Pinellas Technical College and the Homeless Empowerment Project.

The next Workforce Solutions Committee is scheduled for February 11<sup>th</sup>,

### **CEO Report**

For brevity sake, because of the impending Science Center sale closing within the hour, the CEO provided a brief update and thanked Board Chair Leavelle, Commissioner Gerard, all other Board members, the CSPIN leadership team, and the rest of the CSPIN staff, as well as Trenam Law for all of the support given during a period of change and transition.

**Public Comments:** None

**Open Discussion:** None

**Adjournment:** The meeting was adjourned at 1:32 p.m.