

**CareerSource Pinellas  
Compensation Committee Minutes**

**Date:** November 14, 2019 – 11:00 am

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

**Call to Order**

Chair Candida Duff called the meeting to order at 11:00 am. There was a quorum, with the following members participating.

**Committee Members in attendance**

Candida Duff, Jack Geller, Barclay Harless (phone), Amy Van Ness (joined via telephone, 12:10 pm).

**Committee Members absent**

Karla Leavelle, Michael Logal, Kay McKenzie, Debbie Passerini.

**Staff Present**

Jennifer Brackney, Nancy Schultz, Steve Meier, and Liz Doyle.

**Action Item 1 – Approval of Minutes**

The minutes of the September 9<sup>th</sup>, 2019, Compensation Committee meeting were presented for approval.

Motion:	Jack Geller
Second:	Barclay Harless

*The minutes were approved as presented. The motion carried unanimously.*

**Action Item 2 – Employee 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 stipend for employees to participate in a cafeteria-style benefits 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), 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.

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

Hub, the benefits broker approved by the Board, has received plan renewal information from Cigna for plan-year, 2020. 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<sup>nd</sup>, 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. Benefit enrollment will begin in December 2019.

Discussion: There was discussion around a significant increase in cost by Cigna, up 28% from current 2019 rates, and one factor is the reduction of the size of the employee group covered (compared to prior years) in relation to group discount rates. Because the newly approved flat-fee Health and Wellness stipend covers over 95% of even the most expensive plan, even with the 28% increase, it was noted that the budget would not be impacted by the rate increase.

*The Compensation Committee made a motion to recommend approval of 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.*

Motion:	Jack Geller
Second:	Barclay Harless

*The motion carried unanimously.*

### **Action Item 3 – CSPIN 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:

Section	Page	Proposed Change
Mission Statement	6	Reflect web page
Introductory Period	8	Changed from a 180 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: There was discussion around ensuring that the language in the nepotism section includes “non-related household members,” because of problems related to this issue in the past.

In regards to carried over PTO, it was agreed to include language that specified the grandfather allowance for employees who had already exceeded the new maximum of 480 hours at the time the new policies are set in place.

The Compensation Committee made a motion to recommend approval of the 2019 Employee Handbook with the above modifications, pending legal review.

Motion:	Jack Geller
Second:	Barclay Harless

The motion carried unanimously.

**Action Item 4 – 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 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 are six (6) CSPIN HR policies:

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

Discussion:

Because CSPIN is in the process of new malware protection measures, there may be some updates based upon evolving security requirements, but if there were updates, the policies would be resubmitted for approval. There was a question related to whether the policies had been reviewed by Legal, and it was explained that a legal review was doable, but the policies had not changed from pre-existing policies, except for contact information.

The Compensation Committee made a motion to recommend approval of the proposed CSPIN HR Policies.

Motion:	Jack Geller
Second:	Barclay Harless

The motion carried unanimously.

**Action Item 5 – Administrative Policies**

As part of the Compliance Review, USDOL/DEO have requested CSPIN review and update three (3) 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). 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.

CSF Administrative Policies are business rules, requirements, processes and responsibilities that expand, explain or further specify federal or state legislation or policies development by the Florida Department of Economic Opportunity.

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, Career Source Pinellas is in the process of reviewing all existing CSF policies against the current CSPIN policies to identify required action.

Outlined below and contained in the packet are three (3) CSPIN Administrative policies:

- Ethics and Transparency
- Conflict of Interest
- Authorization of Bonuses and Pay Raises

Discussion:

The Ethics and Transparency Policy and Conflict of Interest were adapted directly from CSF policies. The Authorization of Bonuses and Pay Raises was drafted by CSPIN staff in response to a directive by DOL compliance review. There was discussion and concern around the language related to “all compensation for CareerSource employees, including, but not limited to,” because, as stated, it could dictate new hire policy, which was not the understood intent. Also, the use of “etc.” was thought to be overly vague. The amended language arrived was that the board would approve “all forms of pay increases, performance evaluation increases/stipends, bonuses, pay ranges, and benefit stipends for all CareerSource employees.” The initial Purpose statement would also be modified to say “all forms of pay increases,” instead of compensation.

*The Compensation Committee made a motion to amend the Authorization of Bonuses and Pay Raises policy and recommend approval of the other proposed CSPIN HR Policies.*

Motion:	Jack Geller
Second:	Barclay Harless

*The motion carried unanimously.*

**Action Item 6 – 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. Contained in the agenda packet was the draft Employee Onboarding Checklist.

Discussion:

It was recommended that the title reflect “Employee Onboarding” vs. “New Hire.” It was recommended that the staff signature and date be added to the end of the document. It was asked if CSPIN has a “Termination” checklist, and it was confirmed that CSPIN does have an internal checklist.

*The Compensation Committee made a motion to make minor updates to the Checklist and recommend approval of the proposed Employee Onboarding Checklist.*

Motion:	Jack Geller
Second:	Barclay Harless

*The motion carried unanimously.*

**Action Item 7 – Organizational Chart**

As part of the Compliance Review, USDOL/DEO have requested CSPIN review and update the Organizational Chart. The draft of the Organizational Chart was included in the packet.

Discussion:

It was discussed that, as the organization grows, the Organization Chart may change, e.g., Recruiters under Strategic Initiatives is now included under “Specialists,” and the Marketing Specialist may be included under Strategic Initiatives.

*The Compensation Committee made a motion to recommend approval of the Organization Chart, with the understanding that there may be some changes as the organization grows.*

Motion:	Jack Geller
Second:	Barclay Harless

*The motion carried unanimously.*

**Information Items:** None

**Other Administrative Matters:** None

**Public Comments:** None

**Committee Members Comments:** None

**Adjournment:** The meeting was adjourned at 12:37 pm