

**CareerSource Pinellas
Compensation Committee Minutes**

Date: February 4, 2020 – 11:00 am

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

Call to Order

Chair Candida Duff called the meeting to order at 11:05 a.m. There was a quorum with the following members participating.

Committee Members in attendance

Candida Duff, Jack Geller, Barclay Harless (phone), Michael Logal, Debbie Passerini (phone).

Committee Members absent

Karla Leavelle, Kay McKenzie, Amy Van Ness

Staff Present

Jennifer Brackney, Nancy Schultz, Steve Meier, and Cindy Hockridge.

Counsel

Stephanie Marchman (phone)

Action Item 1 – Approval of Minutes

The minutes of the November 14, 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 – Anonymous Letter

On January 14th, the CEO received a copy of an anonymous letter that was forwarded from the Department of Economic Opportunity.

As requested on January 15th, at the Local Workforce Development Board (LWDB) meeting, the CEO responded to the itemized concerns, the best she can. However, some areas of concern have not been investigated at this time given the anonymity of the sender.

Recommendation:

To send the response letter to the Board of Directors, the Florida Department of Economic Opportunity and staff.

Discussion: Ms. Brackney explained that there were 28 areas of concern in the anonymous letter and these were categorized and addressed in the response letter. It was pointed out that because the letter is anonymous, it is difficult to respond to specific topics in the letter.

The Compensation Committee made a motion to approve the response letter as modified by the Chair of the Board of Directors and send to the Board of Directors, the DEO and staff.

Motion:	Jack Geller
Second:	Michael Logal

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

Upon completion of legal review the following updates have been recommended:

Rearrange order of contents		Table of Contents reflects update
Complaint Policy	10	No requirement to adhere to chain of command, may notify any manager comfortable with to discuss the matter
Modified Work Schedule	13	Removed specific hours of modified schedule
Use, Owner and Return of Company System and Property	15	Robust and comprehensive description of proprietary information systems, information and property - Recommends Adacode (cyber security) review policy
Nursing Mothers Accommodations	29	Added new policy
Outside Employment	49	Added new policy
Problem Resolution	59	Expanded reporting process

Recommendation:

Approve and adopt the CareerSource Pinellas Employee Handbook, effective April 1, 2020.

Presentation: Stephanie Marchman of Gray-Robinson summarized some of the changes made to the Handbook and explained why some changes were made aligning the Handbook with quasi government agencies and how they are managing employment matters. The following sections were updated: Equal Opportunity (how to handle a complaint toward the CEO/who to go to for a complaint), Hours of Work (modified work schedule & flex time), Use, Ownership of Company Property (robust, standard sections added), Employee Benefits (nursing mother accommodations), Leave Benefits (unpaid leave of absence),

Work Environment/Conduct (appearance & conduct-updated & modernized, public records-added, social media-added, whistle-blower-protection, avenues for complaints), Employee Discipline (modernized), Problem Resolution (modernized), and language related to employment-at will/termination.

Discussion: There was discussion regarding the Employment Status section, paying severance and an employee leaving without working a notice. There is no provision in the Handbook regarding severance.

The Compensation Committee made a motion to recommend approval of the 2019 Employee Handbook as presented. The motion carried unanimously.

Motion:	Michael Logal
Second:	Jack Geller

Action Item 4 – Administrative Policies

As part of the Compliance Review, USDOL/DEO have requested CareerSource Pinellas 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.

On November 14, 2019, the following CSPIN Administrative policies were presented and approved by the Compensation Committee.

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

On November 20, 2019, the Board of Directors approved a motion to withdraw the Authorization of Bonuses and Pay Raises Policy from Action Item 9 and send it back to the Compensation Committee and suggested the following language be considered:

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

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

Recommendation:

Review, approve and adopt a Authorized Compensation Policy.

Discussion: Ms. Brackney provided background on the policy language relating to Authorization of Bonuses and Pay Raises. Several policy options were reviewed, focusing on discussion by the Board related to approve over-arching compensation decisions rather than every change of status.

The Compensation Committee made a motion to approve the Compensation Policy and send to the BOD March meeting for final approval.

“The Local Workforce Development Board will approve all policies related to the budget, performance evaluations, bonuses, pay ranges and benefits.”

Motion:	Jack Geller
Second:	Michael Logal

The motion carried unanimously.

Information Item 1 – Employee Health and Wellness Plan

At the September 18th Board meeting, the Board of Directors adopted the Hybrid Benefit Option #3. The plan offers a 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. The benefit stipend is offered at a flat, standardized rate for all employees; it is not based on salary. The stipend is calculated based upon the estimated cost of a comprehensive, competitive benefits package. In addition to having choice, the plan offers a fixed benefit component including Life Insurance, AD&D, Long and Short Term Disability that is offered to all employees at no cost to them.

The Hybrid Benefit Plan offers 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) Fixed benefit of Life Insurance, AD&D and Long and Short Term Disability. The total cost of the Hybrid Benefit Plan is \$13,155.97 per employee. This amount is slightly higher than the \$13,080 initially estimated.

At this time, the current census is 61 full-time employees with 38 employees (62 percent) currently enrolled in CareerSource Pinellas-sponsored health insurance.

HUB, benefits broker approved by the Board, went to market due to an increase in Cigna rates. Humana was selected as the provider due to an overall savings of 24 percent compared to a comparable Cigna renewal. Principal was selected as the provider of dental and vision.

All employees had health, dental, vision and other insurance benefits effective on January 1, 2020.

WorkNet Pinellas, Inc. MEDICAL 1/1/2020		Humana - Alternative Option 2							
		Option 1		Option 2		Option 3		Option 4	
		HMO Opt 68		NPOS Opt 55		HMO Opt 54		HMO H & A Opt 24	
In Network Benefits									
Policy Year Maximums									
Deductible									
Individual		\$5,000		\$2,000		\$1,000		\$4,000	
Family		\$10,000		\$4,000		\$2,000		\$8,000	
Coinsurance		50%		70%		70%		50%	
Out of Pocket									
Individual		\$6,500		\$4,000		\$4,000		\$6,750	
Family		\$13,000		\$8,000		\$8,000		\$13,500	
Out of Pocket Max Includes: ded, coins, copays									
Hospital Services									
Inpatient Hospital Services		50% after ded		30% after ded		30% after ded		50% after ded	
Outpatient Surgery		50% after ded		30% after ded		30% after ded		50% after ded	
Emergency Room		\$350		\$350		\$350		\$350	
Urgent Care Center		\$100		\$100		\$100		\$100	
Physician Services									
Preventive Care		100%, ded waived		100%, ded waived		100%, ded waived		100%, ded waived	
Primary Care Physician (PCP)		\$40		\$25		\$20		\$20	
Specialist		\$55		\$50		\$35		\$35	
PCP Required?		No		No		No		No	
Diagnostic									
X-Rays and Diagnostic Lab		100%, ded waived		100%, ded waived		100%, ded waived		100%, ded waived	
Advanced imaging		\$300		\$300		\$300		\$300	
Prescriptions									
Tier 1		\$10		\$10		\$10		\$10	
Tier 2		\$45		\$40		\$35		\$35	
Tier 3		\$90		\$70		\$55		\$55	
Mail Order Rx (90 days)		\$25 / \$112.50 / \$225		\$25 / \$100 / \$175		\$25 / \$87.50 / \$137.50		\$25 / \$87.50 / \$137.50	
Lifetime Maximum Benefit		Unlimited		Unlimited		Unlimited		Unlimited	
HSA Compatible		No		No		No		Yes	
Website		www.humana.com		www.humana.com		www.humana.com		www.humana.com	
Out of Network Benefits									
Deductible		N/A - In-Network Only		\$5,000/\$12,000		N/A - In-Network Only		N/A - In-Network Only	
Coinsurance		N/A - In-Network Only		50%		N/A - In-Network Only		N/A - In-Network Only	
Out of Pocket		N/A - In-Network Only		\$12,000/\$24,000		N/A - In-Network Only		N/A - In-Network Only	
Standard Rates									
	Total Enrol	# Enr	Option 1	# Enr	Option 2	# Enr	Option 3	# Enr	Option 4
Employee Only	40	3	\$630.08	15	\$791.44	17	\$769.17	5	\$541.00
Employee + Spouse	2	0	\$1,260.16	2	\$1,582.99	0	\$1,538.34	0	\$1,082.01
Employee + Child(ren)	0	0	\$1,157.14	0	\$1,503.75	0	\$1,461.43	0	\$1,027.91
Employee + Family	0	0	\$2,016.24	0	\$2,532.63	0	\$2,461.34	0	\$1,731.21
Savings									
			29%		17%		29%		29%
Overall Variance from Current (%)									
					24%				

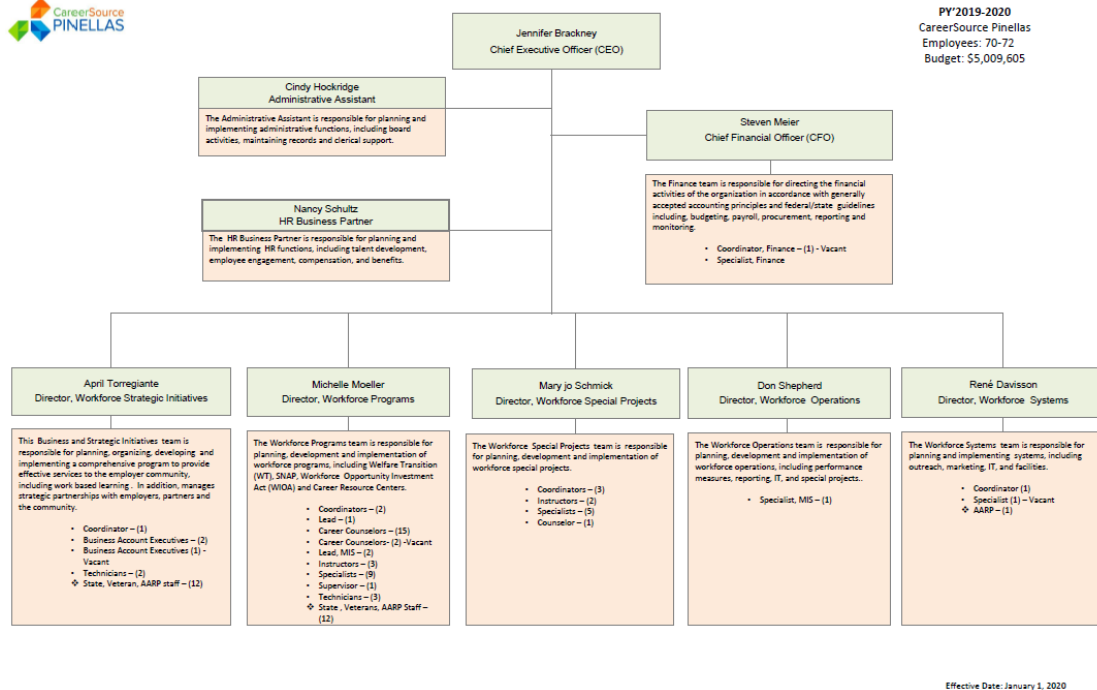
CIGNA	CIGNA	CIGNA	CIGNA
\$886.49	\$952.09	\$1,079.33	\$672.14
\$2,117.81	\$2,274.51	\$2,578.53	\$1,506.04
\$1,676.35	\$1,800.37	\$2,041.03	\$1,271.21
\$2,681.64	\$2,880.03	\$3,264.97	\$2,033.66

Information Item 2 – Organizational Chart

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

On November 14, 2019, 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.

On November 20, 2019, the Board of Directors suggested 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. The Board of Directors voted to approve and adopt the CSPIN Organizational Chart.



Information Item 3 – 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.

On November 14, 2019, the following six (6) CSPIN HR policies were brought to the Compensation Committee for review and consideration. The Compensation Committee made a motion to recommend approval of the proposed CSPIN HR Policies.

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

On November 20, 2019, the Board of Directors voted to approve and adopt the HR Policies listed above, pending a final review by Legal.

The HR Policies are currently being reviewed by Legal.

Information Item 4 - Compensation Review-Pay Range Report

A Comprehensive Review was conducted by a third-party consultant firm. The Comprehensive Review report was presented and approved by the Board of Directors at the June 5, 2019 board meeting, effective July 1, 2019.

On November 14, 2019, the Compensation Committee requested that staff present regular compensation summary reports for review.

Based on this request, we present the following compensation summary reports, including total number of current staff, a pay range summary, a list of new hire positions and the average wage.

There are a total of 63 current CareerSource Pinellas employees. Two of these employees are over the maximum range: One is \$164 over (Coordinator) and the other is \$3500 over (Instructor) over the maximum, due to tenure and experience respectively.

There are fourteen (14) employees who are at mid-point and all are due to tenure with the organization, many have been with CareerSource for more than 10 years, others have extensive workforce experience. The positions represented include the following:

Director (1)	Career Counselor (3)
Business Services (1)	Coordinator (3)
Lead (2)	Technician (4)

Since October 2019, CareerSource Pinellas has hired eight (8) new employees, with six (6) at minimum pay range, two (2) at mid-point due to experience. The positions represented include the following:

Special Projects Coordinators (2)	Directors (2)
Business Services Account Executive (1)	HR Business Partner (1)
Administrative Assistant (1)	YouthBuild Instructor (1)

63 Total CSPIN Employees		
47	14	2
Minimum	Mid-Point	Maximum
75%	22%	3%

The current average pay is \$51,009.

Exhibit H outlines the Job Title Families with their assigned Grade Level and associated Salary Range.

Job Family Titles					Grade	Exemption
Job Title Family	Grade Level	Min Salary	Mid Salary	Max Salary		
Technicians	102	\$33,580	\$38,640	\$43,700	100s	Non-Exempt
Instructor	103	\$36,500	\$42,000	\$47,500	200s	Exempt
Specialist	103	\$36,500	\$42,000	\$47,500		
Career Counselor	104	\$39,420	\$45,360	\$51,300		
Disability Navigator	104	\$39,420	\$45,360	\$51,300		
Instructor, Trades	105	\$42,574	\$48,989	\$55,404		
Business Account Executive	105	\$42,574	\$48,989	\$55,404		
Lead	105	\$42,574	\$48,989	\$55,404		
Coordinator	206	\$45,979	\$52,908	\$59,836		
Supervisor	208	\$53,630	\$64,356	\$75,083		
HR Business Partner	210	\$62,555	\$75,065	\$87,576		
Director	214	\$82,943	\$103,841	\$124,741		
CFO	219	\$121,870	\$158,431	\$194,992		
CEO	221	\$142,149	\$184,794	\$227,438		

Information Items: None

Other Administrative Matters: None

Public Comments: None

Committee Members Comments: None

Adjournment: The meeting was adjourned at 12:03 pm