

**CareerSource Pinellas
Board of Directors Minutes**

Date: Wednesday, March 18, 2020 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, William Apple (phone), Manny Bhuller (phone), Candida Duff (phone), David Fetkenher (phone), Jack Geller (phone), Commissioner Patricia Gerard (phone), Barclay Harless (phone), Andrea Henning (phone), Mark Hunt (phone), Michael Jalazo (phone), Carolyn King (phone), Karla Leavelle, Russell Leggette (phone), Kay McKenzie (phone), Michael Logal, Michael Meidel, Dr. Rebecca Sarlo, Amy Van Ness (phone), Zachary White (phone), Kenneth Williams (phone).

Board Members Absent

Jody Armstrong, James England, Celeste Fernandez, John Howell, Samuel Kolapo, Joanne Lentino, Debbie Passerini, Sheryl Sheppard, Scott Wagman, Glenn Willocks.

Board Counsel

Stephanie Marchman

Guest

Michael Ramsey

Staff in attendance

Jennifer Brackney, Don Shepherd (phone), Steven Meier, Michelle Moeller (phone), Nancy Schultz, Mary Jo Schmick (phone), René Davisson (phone), Cindy Hockridge and Carlows Ellis.

Welcome & Introductions

Chairwoman Leavelle welcomed all the participating members.

Action Item 1 – Approval of the Minutes – 1.15.20 Board of Directors

The minutes of the January 15, 2020 Board of Directors meeting were presented for approval.

Motion: Pat Gerard
Second: Mark Hunt

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

Action Item 2 – Employee Handbook

The following is a summary of the changes to the CareerSource Pinellas Employee Handbook approved by Compensation Committee after legal review:

Section	Page	Proposed Change
Mission Statement	5	Reflect web page
At Will Statement	6	Expanded statement
Resignation	8	Once resignation is received may terminate without completing final time given
Complaint Policy	10	No requirement to adhere to chain of command, may notify any manager comfortable with to discuss the matter
Flex Time	13	Flex time can only be used based on business need, must be approved and used within the same week

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.
Lunch Periods	19	Must be taken between the hours of 11am-2pm.
PTO	28	PTO may not exceed a total of 480 hours. Changed from 800 hours.
Nursing Mothers Accommodations	29	Added new policy
Leave for Emergency Closing	31	Increased from 3 to 4 days a year. No flex time may be used for personal reasons.
Personal Days	38	Rewrote this section – added up to 4 days paid maximum, may be taken in 15 minute increments
Absenteeism and Tardiness	40	Eliminated the reference to rolling 12 month period.
Appearance Policy	41	Updated to professionalism with unacceptable appearance/ clothing
Company Car	43	Added this section
Safe Driver	45	Added this section
Nepotism	48	Added employee in authority unable to make personnel decisions, and added to relations
Outside Employment	49	Added new policy
Employee Discipline	57	Rewrote this section
Problem Resolution	59	Expanded reporting process

RECOMMENDATION:

Approval of the CareerSource Pinellas Employee Handbook, effective April 1, 2020.

Discussion: Stephanie reviewed the revisions in the Handbook indicating they are consistent with the policy changes and aligns with her recommendations for other similar organization.

Motion: Pat Gerard
Second: Mark Hunt

The Board of Directors approved the CareerSource Pinellas Employee Handbook. There was no further discussion. The motion carried unanimously.

Action Item 3 – Administrative Policy

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 CareerSource Pinellas 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.”

On February 4, 2020, the Compensation Committee approved the following language to be sent to the Board of Directors’ March meeting for final approval:

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

RECOMMENDATION:

Approval of the Authorization of Bonuses and Pay Raises Policy.

Discussion: No further discussion.

Motion: Vivian Amadeo
Second: Pat Gerard

The Board approved the Authorization of Bonuses and Pay Raises Policy. There was no further discussion. The motion carried unanimously.

Action Item 4 – Approval of Training Vendor – Connecticut School of Broadcasting

Connecticut School of Broadcasting has a license from the Commission for Independent Education. Staff conducted a site visit on Friday, 1.03.2020. Connecticut School of Broadcasting has begun reporting to FETPIP.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition & Fees	Total Cost	Duration Of Training	Completion Rate	Average Wage At Placement	Retention Rate
Radio and Television Broadcasting Program	\$100	\$13,890	\$13,990	112 hours	90.63%	\$12-18	93.75%
* Intro to Mobile Application Design & Development	Included	\$3,990	\$3,990	112 hours	N/A	Anticipated \$26.24	N/A
* Intro to Web Design & Development	Included	\$4,990	\$4,990	112 hours	N/A	Anticipated \$18-30	N/A
* Social Media Marketing Specialist	Included	\$3,990	\$3,990	112 hours	N/A	Anticipated \$18	N/A

** New programs approved by Florida Department Education on 11.29.2018*

- Years in operation: 16 years
- Total enrollments for prior year: 17

RECOMMENDATION:

Approval of Connecticut School of Broadcasting as an approved training vendor for LWDB 14.

Discussion: No further discussion.

Motion: Michael Meidel
Second: Pat Gerard

The Board approved Connecticut School of Broadcasting as an approved training vendor for LWDB 14. The motion carried unanimously.

Action Item 5 – Approval of Training Vendor-Building Industry Construction Service International dba BICSI Learning Academy

BICSI Learning Academy has a license from the Commission for Independent Education. Staff conducted a site visit on Friday, 1.17.2020. BICSI Learning Academy will begin reporting to FETPIP.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition & Fees	Total Cost	Duration Of Training	Completion Rate	Average Wage At Placement	Retention Rate
Cabling Installation Program – Course IN101 – Installer 1	\$260	\$2,010	\$2,270	35 hours	N/A	Anticipated \$14-16	N/A
Cabling Installation Program – Course IN225	\$260	\$2,530	\$2,790	35 hours	N/A	Anticipated \$14-16	N/A
Cabling Installation Program – Course IN250	\$260	\$2,730	\$2,990	35 hours	N/A	Anticipated \$16-18	N/A
Cabling Installation Program – Course TE350	\$260	\$2,830	\$3,090	35 hours	N/A	Anticipated \$18-20	N/A

** New programs approved by Florida Department Education on 11.29.2018*

- Years in operation: 32 years
- Total enrollments for prior year: 330 for all courses in the Cabling Installation Program

We are also requesting approval to add occupational to the 2019-2020 RTOL for LWDB 14 under SOC Code 49-9052.

RECOMMENDATION:

Approval of BICSI Learning Academy as an approved training vendor for LWDB 14.

Discussion: No further discussion.

Motion: Mark Hunt
Second: Pat Gerard

The Board of Directors approved BICSI Learning Academy as an approved training vendor for LWDB 14. The motion carried unanimously.

Action Item 6 – Local Targeted Occupations List

The Department of Economic Opportunity’s (DEO) Bureau of Labor Market Statistics (LMS) published the 2019-2020 Statewide Demand Occupational Lists on the Department’s website. The Statewide Demand Occupations list identifies the labor market needs of Florida’s business community and encourages job training based on those needs, with emphasis on jobs that are both in high demand and high skill/high

wage, and is used as a baseline for establishing the local Targeted Occupations List (TOL). The Local Workforce Development Boards (LWDBs) develop and use their TOLs to identify occupations for which eligible adults and dislocated workers may receive training assistance under the Workforce Innovation and Opportunity Act (WIOA). The TOL also governs Occupational skills training, Paid-Work Experience, and On-the-Job training programs, including Apprenticeships.

A TOL must be updated when occupations are deleted or added. Each LWDB must update and publish the updated TOL to its website and submit a link to DEO with revisions.

Staff have reviewed the current TOL and are submitting two additions for consideration. Accompanying Labor Market Information has been received through DEO to support the addition of these occupations to the 2019-2020 TOL for LWDB 14.

Potential Occupational Title Additions

SOC Code	SOC Title	2018	2026	Growth	Percent Growth	Total Job Openings	2017 Medial Hourly Wage (\$)	FL	BLS
37-3011	Landscaping and Groundskeeping Workers	3,991	4,507	516	12.9	4,531	12.29	NR	NR
49-9052	Telecommunications Line Installers and Repairers	473	494	21	4.4	401	19.32	PS	HS

**Education Levels are abbreviated as follows for both Florida and USDOL, Bureau of Labor Statistics. HS: High School diploma or GED; NR: No Formal Educational credential required; PS: Post-secondary non-degree award*

RECOMMENDATION:

Approval of the updated Targeted Occupations list for CSPIN.

Discussion: No further discussion.

Motion: Mark Hunt
Second: Pat Gerard

The Board of Directors approved the updated Targeted Occupations list for CSPIN. The motion carried unanimously.

Action Item 7 – Training Provider Cap Adjustment

CareerSource Florida requires reporting and approval of a third-party contract valued at \$25,000 or more involving a conflict of interest of board members or employees. This contracted amount must be approved by the Workforce Solutions Committee and a two-thirds vote of a quorum of Local Workforce Development Board (LWDB).

Staff reviewed the Training Provider Financial Summary for the period of July 1, 2019 to December 31, 2019. It was determined that based on an increase in participant enrollment at UMA, spending will exceed the approved spending cap of \$75,000. We anticipate a continued enrollment through June 30th because of a focus on enrollment in healthcare occupations.

RECOMMENDATION:

Approval of an increase in the spending cap from \$75,000 to \$150,000 for Ultimate Medical Academy to allow for continued enrollments through June 30, 2020.

Discussion: Dr. Rebecca Sarlo abstained from voting as she represents Ultimate Medical Academy. There are currently 17 participants enrolled in the program. There was an increase in overall training expenditures because this year, there was a strategic focus on providing individual training opportunities, especially in the five sector strategies areas including healthcare.

Motion: Mike Meidel
Second: Mark Hunt

The Board of Directors approved the increase in spending cap from \$75,000 to \$150,000 for Ultimate Medical Academy. The motion carried unanimously.

Action Item 8 – Cost Allocation Plan

In alignment with best practices, federal regulations and DEO recommendations, CareerSource Pinellas is updating the organization’s Cost Allocation Plan which was previously updated for fiscal year 2017-2018.

Highlighted changes include:

- **Certification of Cost Allocation Plan:** Included required certification (2 CFR 200.415) of the cost allocation plan.
- **Updated Career Centers:** Indicated that career center at Tyrone closed effective 11/1/19 and added EpiCenter’s satellite.
- **Externally Funded Partners:** Updated to include Dynamic Workforce Solutions as One-Stop Operator and removed Gulf Coast Community Care as a funded partner. In addition, updated list of external partners who share resources and are co-located in the centers.
- **Board Staff Cost Pool:** Indicated that costs are allocated using modified total direct costs to programs based on the total costs recorded in each program as a percentage of total costs recorded in all programs.
- **Allocation Methodology:** Indicated that allocation is performed monthly whereas allocation was previously performed cumulatively.
- **Resource Sharing Agreement:** Removed reference to CareerSource Tampa Bay.
- **Organizational Structure:** Revised to include services of One-Stop Operator.
- **Basic Career Services:** Changed from Core Services.
- **Organization Chart:** Updated with current organization chart.

RECOMMENDATION:

Approval of the Cost Allocation Plan.

Discussion: Mike Meidel inquired as to whether the description of services outlined for the one-stop operator aligned with the By-Laws and Interlocal Agreement. Steve Meier he believes it does. However, he will confirm.

Motion: Pat Gerard
Second: Jack Geller

The Board of Directors approved the Cost Allocation Plan. The motion carried unanimously.

Action Item 9 – Financial Policies and Procedures

In alignment with best practices, federal regulations and DEO recommendations, CareerSource Pinellas is updating the organization’s Financial Policies and Procedures that were previously revised in October 2016.

The following highlights some the changes:

- **Reference:** Updated logo and language to include CareerSource Pinellas only.
- **Purpose:** Streamlined and referenced 2 CFR 200.303.
- **Chart of Accounts:** Delineated account segments.
- **Cash Drawdowns:** Updated with current procedures and systems used, SERA and PMS.
- **Cash Disbursements:** Updated with current procedures.
- **Financial Reports:** Replaced Balance Sheet and Income Statement with Statement of Financial Position and Statement of Activities.
- **Support Service Inventory Reconciliation:** Added section for monthly card reconciliation, quarterly audit processes and procedures surrounding support service cards.
- **Authority:** Included reference to 2 CFR 200, CareerSource Florida's Travel policy and DEO's Audit and Audit Resolution Responsibilities.
- **Positions:** Noted that changes made throughout document to reflect updated positions and who performed specific functions.

Based on a recommendation from USDOL, Section XXIV-Improper Payments (page 30), was added to the Financial Policies and Procedures after the Finance Committee meeting.

RECOMMENDATION:

Approval of the Financial Policies and Procedures

Discussion: No further discussion.

Motion: Jack Geller
Second: Pat Gerard

The Board of Directors approved the Financial Policies and Procedures. The motion carried unanimously.

Action Item 10 – Procurement Policy

In alignment with best practices, federal regulations and DEO recommendations, CareerSource Pinellas is updating the organization's Procurement Policy.

Highlighted changes include:

- **Reference:** Updated logo and language to include CareerSource Pinellas only.
- **Authoritative References:** Included reference to 2 CFR 200.318 – 329.
- **Micro Purchases (up to \$10,000):** Authorized that micro purchases may be awarded without soliciting competitive quotes if the organization considers the price to be reasonable.
- **Small Purchases (\$10,001 - \$150,000):** Authorized that small purchases could be procured utilizing good faith efforts to obtain a minimum of three (3) bids via telephone, email, or other credible and documented means. The Simplified Acquisition Threshold set by Federal Acquisition Regulation at 48 CFR Subpart 2.1 is \$250,000.
- **Sealed Bids/Competitive Purchases (over \$150,000):** Authorized that Sealed bids/competitive purchases could be procured utilizing good faith efforts to obtain a minimum of three (3) advertised sealed bids, competitive proposals, or invitations to negotiated.
- **Board Approval:** Authorized Board of Directors approval for all purchases in excess of \$50,000.
- **Related Party:** Referred to CareerSource Florida's policy in lieu of incorporating the policy into document.

RECOMMENDATION:

Approval of the Procurement Policy

Discussion: No further discussion.

Motion: Pat Gerard
Second: David Fetkenher

The Board of Directors approved the Procurement Policy. The motion carried unanimously.

Action Item 11 – 401K Broker of Record and Fiduciary

On February 6, 2019, the Board of Directors approved the issuance of a Request for Proposal (RFP) for Benefit Broker Services which included 401K services. At the July 17, 2019 Board meeting, the Board of Directors approved HUB International to be the benefit broker which included a comprehensive analysis of the benefit plans including our 401K plan. HUB International has performed an initial analysis and is recommending that one of their partners, Cash & Associates, P.A., be appointed as the Plan Broker and Advisor. In this capacity, Cash & Associates will perform the following duties including, but not limited to: Education Services, Fiduciary Oversight and Advisor Fiduciary Role.

RECOMMENDATION:

Approval of the appointment of Cash & Associates, P.A. as Broker of Record and Advisor for the CareerSource Pinellas 401K Plan.

Discussion: No further discussion.

Motion: Vivian Amadeo
Second: Pat Gerard

The Board of Directors approved the appointment of Cash & Associates, P.A. as Broker of Record and Advisor for the CSPIN 401K Plan. The motion carried unanimously.

Action Item 12 – RFQ for Youth Work-Based Training

Request for Quote (RFQ) for work-based training for youth. Work-based training opportunities may include paid experience or internships.

Youth work-based training will serve Pinellas eligible youth who are in school youth, ages 14 to 19 years and/or out of school youth ages 18 to 24 years old. Eligibility may be determined as Workforce Innovation and Opportunity Act (WIOA) Youth and/or Temporary Assistance for Needy Families (TANF).

RECOMMENDATION:

Approval of the Request for Quote (RFQ) for Youth Work-Based Training.

Discussion: Ms. Brackney stated the current work-based learning programs are offered in-house or with Pinellas Education Foundation. In the recent past, Junior Achievement has not offered a work-based learning component. In an effort to meet the 20 percent work-based learning requirement, we are exploring options for work-based learning, especially for young adults ages of 18-24.

Motion: Pat Gerard
Second: David Fetkenher

The Board of Directors approved the Request for Quote (RFQ) for Youth Work-Based Training. The motion carried unanimously.

Action Item 13 – RFP for Programmatic Monitoring Services

Request for Proposal (RFP) for a qualified provider to conduct Programmatic Monitoring across CareerSource Pinellas workforce programs, including:

- Welfare Transition Program services (WTP).
- Supplemental Nutrition Assistance Program services (SNAP).
- Workforce Innovation and Opportunity Act services (WIOA) under Youth, Adult and Dislocated Worker.
- Programs under Grant funding through the Department of Labor (DOL) or CareerSource Florida (CSF) awards.
- Wagner Peyser Act (WP) to include job seeker, RESEA, employer services and job order processes.
- Other workforce programs as needed.

Programmatic Monitoring will align with the annual monitoring conducted by Department of Economic Development (DEO). Monitoring procedures will be conducted twice per program year, including the following activities:

- Review of all local programmatic policies and procedures to ensure compliance to the applicable State and Federal guidelines.
- Review general processes for documenting job seeker registration, job seeker services, job seeker referrals and placements.
- Review work-based training agreements with local businesses to ensure compliance to the applicable State and Federal guidelines.
- Review program eligibility, program services and case management practices to ensure compliance to the applicable State and Federal guidelines.
- Conduct other programmatic monitoring as may be needed.

RECOMMENDATION:

Approval of the Request for Proposal (RFP) for a provider to conduct Programmatic Monitoring.

Discussion: Ms. Brackney stated we had an RFP last year and currently Dynamic Workforce Solutions is providing this service for us. At this time, we want to review the process and determine how we can best ensure continuous improvement and monitoring within the organization.

Motion: Pat Gerard
Second: Mark Hunt

The Board of Directors approved the Request for Proposal (RFP) for a provider to conduct Programmatic Monitoring. The motion carried unanimously.

Action Item 14 – Strategic Plan

At the request of the Board of Directors, a Strategic Planning Committee was formed to develop a comprehensive strategic plan that will help to sustain growth and provide direction to the organization over the next four years.

The Committee was comprised of 20 members, consisting of Board Members, Partners and CareerSource Pinellas staff members. The sessions were facilitated by Lori Strumpf of Strumpf & Associates.

The Committee held four Strategic Planning sessions: January 17, January 29, February 7 and February 25.

In addition, five Focus Groups were conducted: Board Members, Partners, Employers, Employees and Job Seekers.

The Plan will be further developed at the committee level including, key strategies, outcomes and measurements. Based on the strategic planning process, the Mission, Vision, Core Values and Strategic Goals have been included in the Local Workforce Development Plan.

RECOMMENDATION:

Approval of the Mission, Vision, Core Values and Strategic Goals as presented by the Strategic Planning Committee.

Discussion: Ms. Leavelle thanked everyone who participated in the Strategic Planning process. Ms. Brackney added that the Mission, Vision, Core Values and Strategic Goals have been included in the Local Workforce Development Plan. Next step is to work with the Board to ensure this working document. To accomplish this, we will work with the committee to development outcomes, key strategies and measurements. Michael Logal, a board member that actively participated in the strategic planning process, indicated that he found the process to be outstanding and was glad he participated.

Motion: Pat Gerard
Second: Vivian Amadeo

The Board of Directors approved the Mission, Vision, Core Values and Strategic Goals as presented by the Strategic Planning Committee. The motion carried unanimously.

Action Item 15 – Extension of Designation as a Direct Provider of Services

CareerSource Florida’s Administrative Policy (CSF Admin Policy 83) regarding Direct Provider of Workforce Services, requires a formal extension request every three years. The new request is to extend the designation effective July 1, 2020 through June 30, 2023.

Upon approval of the Board of Directors, the request for Extension of Designation as Direct Provider of Workforce Services will be forwarded to the Pinellas Board of County Commissioners for approval at the April 7, 2020 meeting.

RECOMMENDATION:

Approval of the WorkNet Pinellas Inc., d/b/a/ CareerSource Pinellas, Region 14’s Extension of Designation as a Direct Provider of Workforce Services, effective July 1, 2020 through June 30, 2023.

Discussion: Ms. Brackney reiterated that the Administrative Policy 83 requires local workforce areas to submit a request to extend the Designation as Direct Service Provider.

Motion: Pat Gerard
Second: Jack Geller

The Board of Directors approved the WorkNet Pinellas Inc., dba CareerSource Pinellas, Region 14’s Extension of Designation as a Direct Provider of Workforce Services, effective July 1, 2020 through June 30, 2023. The motion carried unanimously.

Action Item 16 – 2020-2024 Local Workforce Development Plan

The *Workforce Innovation and Opportunity Act* (WIOA) requires each Local Workforce Development Board (LWDB) to develop and submit, in partnership with the local chief elected official, a comprehensive four-year plan to the State. The plan will be effective July 1, 2020 through June 30, 2024.

The law emphasizes the importance of collaboration and transparency in the development and submission of the Plan. As such, this document was developed through an inclusive approach to gather system stakeholders’ feedback, including partners, providers, participants, and local businesses.

Solicitations for public comment have been promulgated via multiple venues, including notices on CareerSource Pinellas website and Tampa Bay Times for the required 30 day period. To date, no public comments have been received.

The Plan includes:

- Local Workforce Services Plan
 - Introductory Overview
 - Florida’s Vision for Implementing the Workforce Innovation and Opportunity Act
 - Organizational Structure
 - Analysis of Need and Available Resources
 - Local Workforce Development Area Vision and Strategic Goals
 - Coordination of Services
 - Description of the Local One-Stop System
 - Description of Program Services

Upon approval by the Board of Directors, the Plan will be forwarded to the Pinellas Board of County Commissioners for approval during the April 7, 2020 meeting.

RECOMMENDATION:

Approval of the 2020 – 2024 Local Workforce Development Plan.

Discussion: No further discussion.

Motion: Pat Gerard
Second: Mark Hunt

The Board of Directors approved the 2020-2024 Local Workforce Development Plan. The motion carried unanimously.

Action Item 17 – IRS Form 990

WorkNet Pinellas’ IRS Form 990 has been completed for the period beginning July 1, 2018 and ending June 30, 2019. Based on the 990 disclosure requirements (Part VI, Section B, 11a), a copy is being provided to each voting member of the Board, prior to filing it with the IRS. The 990 form will be filed by March 31, 2020.

RECOMMENDATION:

Approval of the 2018 IRS Form 990 as presented.

Discussion: No further discussion.

Motion: Mark Hunt
Second: Pat Gerard

The Board of Directors approved the 2018 IRS Form 990 as presented. The motion carried unanimously.

Other Administrative Matters – No Administrative Matters.

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.

In December, DEO submitted a request for technical assistance to the USDOL.

It is anticipated, the USDOL/DEO will provide information to the Local Workforce Development areas upon completion of the requested technical assistance.



Information Item 2: DEO Daily Governor’s Report-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	210	83.33%	12	6,391
December	234	96.23%	11	6,807
January	295	98.32%	13	7,419
February	251	98.23%	13	6,563
Totals	2,457	100.90%	12.1	60,396

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	8,928	151.17%	7.1	136,328

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 3: Performance Dashboard

Active			PY 19-20 Totals			
Adult 841	OST 577	OJT 1	Employers Served 1094		Individuals Served 12,596	
DW 507	Apprenticeship 165		Returning Employers 625	Returning % 57.13%	Staff Assisted 7,351	Self Assisted 5,245
Youth 381	Work Experience 1		Direct Placements 64	Job Orders 8779	Individuals Employed 3,057	WP Average Wage \$12.94
WIOA AD			WIOA DW		WIOA Youth	
Adult EE 142	Adult Non-EE 0	Adult EE Rate 100 %	DW EE 102	DW Non-EE 2	DW EE Rate 98 %	Youth Closed Positive 44
Adult Average Wage \$21.96	Adult Median Wage \$24.87		DW Average Wage \$27.25	DW Median Wage \$20.25		Youth Closed Non-Positive 0
						Youth PO Rate 100 %
						Youth Average Wage \$12.06
						Youth Median Wage \$11.22

Information Item 4: Financial Reports through December 31, 2019

A brief overview of the financial reports provided in the agenda was given.

Indirect Cost Rate

CareerSource Pinellas received notification from the USDOL on December 18, 2019 that the organization's Provisional Indirect Cost rate for 2018-2019 of 16.49% was approved. Subsequent to the Board's approval of the audited financial statements for the year ended June 30, 2019, the organization submitted final documentation to obtain final approval of the 2018-2019 indirect cost rate. In addition, documentation was submitted for a provisional rate for 2019-2020 of 15.35%.

USDOL is currently reviewing the submissions and the organization is awaiting notification for final approval for 2018-2019 indirect cost rate of 16.49% and 2019-2020 provisional rate of 15.35%.

Science Center Proceeds

CareerSource Pinellas closed on the sale of the Science Center on November 20, 2019. Net proceeds in the amount of \$2,461,659.07 were received on that day. Estimated funds of approximately \$2,376,000, after closing costs, commitments and expenses, were approved by the Finance Committee and Board to be unrestricted and held pending the completion of the USDOL compliance review.

These funds will be held in a separate Career Source Pinellas' Premium Money Market Account at Valley National Bank which currently earns 1.65%. The balance in the money market account on January 31, 2020, attributable to the Science Center sale proceeds was \$2,379,595.81.

Information Item 5: 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 Organizational Chart.

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.

Information Item 6: Iguana Sanctuary Relocation

As approved by the Board of Directors on September 18, 2019, WorkNet Pinellas worked to ensure the continued care for the iguanas through a partnership with SPCA and Gulf Coast Iguana Rescue.

After confirmation of construction and transfer of the iguanas, reimbursement based on detailed invoices, was provided to the SPCA in the amount of \$40,000.

Additionally, SPCA and the Florida Fish and Wildlife took this opportunity to educate the public about the humane treatment of all animals, including non-native species, such as iguanas.

Committee Meetings

1. Finance Committee

The Finance Committee met on February 26th. The Committee approved the updated Cost Allocation Plan, the updated Financial Policies and Procedures, the updated Procurement Policy and the appointment of Cash & Associates, P.A. as Broker of Record and Advisor for the CSPIN 401K Plan.

CareerSource Pinellas received notification from the DOL on December 18, 2019, that the organization's Provisional Indirect Cost rate for 2018-2019 of 16.49% was approved. Subsequent to the Board's approval of the audited financial statements for the year ended June 30, 2019, the organization submitted final documentation to obtain final approval of the 2018-2019 indirect cost rate. In addition, documentation was submitted for a provisional rate for 2019-2020 of 15.35%.

Estimated funds of approximately \$2,376,000, after closing costs, commitments and expenses, were approved by the Finance Committee and Board to be unrestricted and held pending the completion of the DOL compliance review.

These funds will be held in a separate Career Source Pinellas' Premium Money Market Account at Valley National Bank which currently earns 1.65%. The balance in the money market account at January 31, 2020, attributable to the Science Center sale proceeds was \$2,379,595.81.

The Committee also reviewed the financial information that was included in today's packet as information items.

The next Finance Committee Meeting is scheduled for April 29, 2020.

2. Audit Committee

The Audit Committee did not meet this month.

3. Ad Hoc CEO/Counsel Selection Committee

The Ad Hoc/Counsel Selection Committee did not meet this month.

4. Compensation Committee

The Compensation Committee met on February 4, 2020. Action items included a review of action items presented in today's Board meeting, including the revised 2020 Employee Handbook and the revised Compensation Policy.

The Committee also reviewed the Employee Health and Wellness Plan, the Organizational Chart, the HR Policies and the Compensation Review-Pay Range Report.

The next Compensation Committee Meeting is TBD.

5. One-Stop Committee

The One-Stop Committee met on February 27, 2020. Action items included a review of action items presented in today's Board Meeting, including an RFQ for Youth Work-Based Training and an RFP for Program Monitoring.

The Committee also reviewed the One Stop Goals for 2019-2020. Updates were also provided regarding the Status of Enrollments, ranking via Monthly Management Reports, Florida Workforce Measures, Center Traffic and Website/Social Media Traffic. All Programs Monitoring Schedules were provided along with an updated summary of work completed under the One Stop Operator Contract.

The next One Stop Committee Meeting is scheduled for April 23, 2020.

6. Workforce Solutions Committee

The Workforce Solutions Committee met on February 11, 2020. Action items included a review of action items presented in today's Board Meeting, including the approval of Training Vendors: Connecticut School of Broadcasting and BICSI Learning Academy, approval of the Local Targeted Occupations List and the Training Provider Cap Adjustment.

The Workforce Solutions Strategic Plan Goals Updates for 2019-2020 were reviewed in detail, as well as the Monthly Management Report, the DEO Daily Governor's Report, Training Provider metrics, OJT Provider Spending, Help Wanted Online and Industry Sector Trends.

The next Workforce Solutions Committee is scheduled for April 14, 2020

CEO Report:

Ms. Brackney discussed the current situation related to the developing pandemic. She emphasized that the health and well-being of our employees and customers will be our highest priority as we work to identify and enact workforce strategies to address the fast-evolving implications of the novel coronavirus.

As an essential employer, CareerSource Pinellas will continue to operate services while following guidelines from the Center for Disease Control (CDC). She emphasized to our team members that these guidelines are extremely important for their health and safety, as well as for those around them, and we encourage our staff to follow them closely. Additionally, she indicated that CareerSource Pinellas will implement additional cleaning and sanitizing practices at the Centers.

CareerSource Pinellas will maintain communication with state and local representatives to ensure alignment with recommendations regarding office closures. The goal is to remain open to provide essential services to those that need us the most. We are exploring options for providing services remotely, via telework and through virtual platforms. We do anticipate closing two satellite offices EpiCenter, and Tarpon Springs because they are located on a Saint Petersburg College school campus.

There are 24 local workforce development areas in the State of Florida. So far, eight have closed their doors to the public and are offering services via telephone, remotely and/or online. As of yesterday, CareerSource Pinellas postponed all upcoming public events including, onsite workshops and in-house recruitment activities. The upcoming March career fair will be hosted on a virtual platform to ensure we continue to connect job seekers and employers.

Public Comments: None

Open Discussion: None

Adjournment: The meeting was adjourned at 12:55 p.m.