

**CareerSource Pinellas
Board of Directors Minutes**

Date: Wednesday, June 3, 2020 at 1:00 P.M.
Location: *Virtual Zoom

Call to Order

Committee Chair, Ms. Leavelle called the meeting to order at 1:00 p.m. and welcomed all participants. There was a quorum present with the following board members.

Board Members in attendance

Vivian Amadeo, William Apple, Jody Armstrong (phone), Manny Bhuller, Candida Duff, David Fetkenher, Jack Geller, Barclay Harless, Andrea Henning, John Howell, Mark Hunt, Michael Jalazo, Carolyn King, Samuel Kolapo, Karla Leavelle, Russell Leggette, Michael Logal, Michael Meidel, Debbie Passerini (phone), Amy Van Ness, Scott Wagman, Kenneth Williams, Glenn Willocks.

Board Members Absent

James England, Celeste Fernandez, Commissioner Patricia Gerard, Joanne Lentino, Kay McKenzie, Dr. Rebecca Sarlo, Sheryl Sheppard, Zachary White.

Board Counsel

Heather Ramos

Guests

Michael Ramsey

Staff in attendance

Jennifer Brackney, Don Shepherd, Steven Meier, Michelle Moeller, April Torregiante, Nancy Schultz, Mary Jo Schmick, René Davisson, Cindy Hockridge.

Welcome & Introductions

Committee Chair, Ms. Leavelle welcomed all the participating members.

Action Item 1 – Approval of the Minutes – 5.20.20 Board of Directors

The minutes of the May 20, 2020 Board of Directors meeting were presented for approval.

Motion: Debbie Passerini

Second: Mark Hunt

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

Action Item 2 – Florida DEO and Local Workforce Development Board-Grantee-SubGrantee Agreement

On April 13, 2020, Ken Lawson, Executive Director for Florida Department of Economic Opportunity (DEO) sent a memo to Local Workforce Board Chief Elected Officials and Executive Directors requesting the new Grantee Subgrantee Agreement be signed and executed by the Local Workforce Development Board, Chair and the Chief Elected Official no later than June 30, 2020, and comments be submitted no later than April 24th. This Agreement serves as a contract between the Local Workforce Development Boards (LWDBs) and DEO and outlines each partner's roles and responsibilities. The updated Agreement incorporates new provisions governing the workforce programs managed in the local areas and establishes the terms and conditions that LWDBs must agree to in order to receive federal and state workforce funds from DEO.

The last Grantee Subgrantee Agreement was executed on September 11, 2012. As you can imagine, to attempt to review and submit comments by April 24th was truly not feasible. Board Chair Karla Leavelle and Commissioner Gerard agreed, and a letter was sent to Ken Lawson requesting an extension. Many of the other LWDBs also

requested an extension. Based on these requests, an extension was granted by DEO, the signed and executed Agreement is now due on July 17th, and comments were due no later than May 8th.

Given the time constraints, the best strategy was a two-fold approach: 1) submit a letter to Ken Lawson requesting that the current Agreement remain in place until a later date; and 2) review the document and prepare comments for consideration by May 8th.

CareerSource Pinellas (CSP) worked diligently with the Local Workforce Development Board, the Chief Elected Official and Board Counsel to review the proposed agreement between the Florida Local Workforce Development Boards and the Florida Department of Economic Opportunity. A letter outlining CSP's position regarding the timing for a new funding agreement, CSP's comments, questions and proposed revisions was submitted for review and consideration. The comments were submitted to DEO for review on May 7th. On May 13th, DEO extended the due dates for [comments/questions](#) and posted responses on their website.

On Tuesday, May 26th, DEO sent a final Agreement requesting CareerSource Pinellas LWDB to submit a signed copy of the Agreement by the close of business on Friday, July 17, 2020. A copy of this Agreement was included in the agenda packet for today's meeting.

Upon approval by the Local Workforce Development Board, the Agreement will be submitted for approval by the Board of County Commissioners at their June 23rd meeting.

Activity	Original Date	Revised Due Date - 4/20/2020	Revised Due Dates - 5/13/2020
Draft agreement provided to the Chief Local Elected Official and LWDB Executive Directors	April 13, 2020	April 13, 2020	-
Comment and Question period open Submit comments/questions to: LWDBContracts@deo.myflorida.com	April 13, 2020	Beginning April 13, 2020	-
Comment and Question period closed	April 24, 2020	May 8, 2020	-
Comment and Question responses accessible to view under the DEO-LWDB Grantee-Subgrantee Agreement tab located at the following link: (http://www.floridajobs.org/local-workforce-development-board-resources)	April 27, 2020	April 22, 2020 – May 13, 2020	April 22, 2020 – May 20, 2020
Final copy of agreement disseminated to LWDBs for signature	April 27, 2020	May 13, 2020	May 25, 2020
Signed agreements due to DEO	June 30, 2020	July 17, 2020	-

Recommendation:

Approval of the Grantee-SubGrantee Agreement between WorkNet Pinellas, Inc. dba CareerSource Pinellas (Subrecipient) and Florida Department of Economic Opportunity (DEO) for the period of July 1, 2020 through June 30, 2021.

Discussion: Mr. Wagman asked what the consequence would be if the Board did not approve the Agreement. Chair Leavelle stated that based on her understanding, there could be a few consequences such as the County could dismiss the current Board and reconstitute a new Board or the County could decide to move CareerSource Pinellas into the County. Ms. Brackney added that DEO could also withhold funding without the Agreement. Mr. Wagman followed up by indicating that the Agreement seems to be full of landmines and traps and he is not sure it is workable, however as a practical matter the Board has to approve it. Chair Leavelle added that she is not sure it is the right Agreement, but it is the only option.

Mr. Hunt mentioned there seemed to be concerns and discussion about the Agreement at the last board meeting asking if anyone reached out to DEO about those concerns. Chair Leavelle stated there were about 400 comments sent to DEO from the LWDBs. The 105 pages of responses were posted on the DEO website. Leavelle added that she requested a redline version from DEO about a week ago in order to quickly identify the changes. DEO responded to her request indicating it may take a while. To date, she has not received it.

Ms. Ramos with Gray Robinson stated that if the Board did not sign the Agreement, the result would most likely be that DEO would withhold funding. Ms. Ramos indicated that she submitted additional comments to DEO for clarification on behalf of CareerSource Pinellas. She has not heard back.

Mr. Hunt asked if there is any advantage to sending a response or concerns to DEO about the way this was handled or is there any value in sending DEO a split vote. Ms. Brackney indicated that at this point, it seems that most all the LWDBs are moving forward with the Agreement. Other than having the split vote on record, she did not see that there would be a significant benefit. She also added that DEO provided an option to schedule a meeting with them to discuss this Agreement. At this point, it seems that all of our questions have been answered other than a few minor clarification items. Ms. Brackney indicated that this agreement is very prescriptive. It seems it may be a result of the technical assistance provided by the USDOL. Chair Leavelle added that she reviewed the Virginia Agreement because she had spent several years on their LWDB - the Virginia Agreement was much more collaborative. All we can hope for is they will do their part and be accountable. Moving forward, Leavelle is very confident that this Board will act with integrity and accountability.

Motion: Debbie Passerini
Second: David Fetkenher

The Board of Directors approved the Grantee-SubGrantee Agreement between WorkNet Pinellas, Inc. dba CareerSource Pinellas (Subrecipient) and Florida DEO for the period of July 1, 2020 through June 30, 2021. There was no further discussion. The motion carried unanimously.

Action Item 3 – Related Party Contract Cap Adjustment

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of FL Statutes section 445.007 prior to contracting with a board member, with an organization represented by its own board member, or with any entity where a board member has any relationship with the contracting vendor. This section mandates that all LWDBs, entering into a contract with an organization or individual represented on the Board, must meet the following requirements:

- a) Approve the contract by a two-thirds (2/3rd) vote of the Board, when a quorum has been established;
- b) Board members who could benefit financially from the transaction or who have any relationship with the contracting vendor must disclose any such conflicts prior to the board vote on the contract;
- c) Board members who could benefit financially from the transaction or board members who have any relationship with the contracting vendor must abstain from voting on the contracts; and
- d) Such contracts must be submitted to the FL Dept. of Economic Opportunity and CareerSource Florida for review.

CareerSource Pinellas offers a number of programs to assist in training and maintaining a highly skilled workforce. These programs include:

- **On the Job Training program (OJT)** assists companies find, interview and hire the right person for their job vacancies. The OJT program then provides a unique opportunity for employers to train their new employee to their standards and processes -skills learned are directly relevant to the work the employee will perform. Employers who hire new full time workers under OJT receive reimbursement of 50% of the candidate's hourly wages or salary for up to 10-weeks of employment if the individual meets certain eligibility criteria.
- **Paid Work Experience (PWE)** is a CareerSource Pinellas program that works with local employers to place individuals who are just entering the world of work or others who are re-entering the job market into a position at their company. After placing them at the company, CareerSource Pinellas employs and pays them for 30 days. CareerSource Pinellas also covers all unemployment taxes and workers comp during this "trial" period.

- **Employed Worker Training (EWT)** program is designed to increase the current skills of employers' existing staff with training grants (each year for each company that submits a successful application). EWT is a great way for employers to invest in the professional development of their employees and provide them the opportunity to acquire industry recognized certifications that can be instrumental in moving the business forward. The employer chooses the training program and instructor and CareerSource Pinellas helps with the cost of training. This program is designed to promote business retention, while contributing to the overall economic growth within the area.
- **Grant Specific Training** is defined as services not offered by CareerSource Pinellas that must be performed by educational institutions as outlined in the proposal and award.
- **Leases** with various institutions and organizations are necessary to cost effectively deliver services within the community.
- **Individual Training Accounts (ITA)** are provided to program specific eligible individuals to assist in funding identified educational programs with the institution selected. CareerSource Pinellas identifies and maintains a list of qualified training institutions to provide occupational training in skill areas of sustained labor market demand or growth.
- **Contracts** with various institutions and organizations are necessary to cost effectively deliver services within the community.

CareerSource Florida requires reporting and approval of a related party contract valued at \$25,000 or more involving a potential conflict of interest of board members or employees. CareerSource Pinellas is entering into a contract with Pinellas County Schools to provide summer work-based learning opportunities for youth. The total contract is estimated to be under \$30,000 for the period of June 1, 2020 – August 30, 2020. Because the contract covers two program years and to ensure compliance with the related party contract cap requirement, this request is to approve a cap of \$30,000 for both PY'19 and PY'20.

PY'2019-2020

Action Item	Company	Board Member	OJT/PWE (not to exceed)	IWT (not to exceed)	Leases (not to exceed)	Grant Training (not to exceed)	ITA (not to exceed)	Contracts
3a	Pinellas County Schools	Mark Hunt	\$30,000		\$130K		\$300K	

PY'2020-2021

Action Item	Company	Board Member	OJT/PWE (not to exceed)	IWT (not to exceed)	Leases (not to exceed)	Grant Training (not to exceed)	ITA (not to exceed)	Contracts
3b	Pinellas County Schools	Mark Hunt	\$30,000		\$130K		\$300K	

Recommendation:

Approval of a related party contract cap for Pinellas County Schools in the amount of \$30,000 for both PY'19 and PY'20 to be approved by a two-thirds (2/3rd) vote.

Discussion: No further discussion.

Motion: Scott Wagman
Second: Debbie Passerini

The Board of Directors approved the related party cap for Pinellas County Schools by a two-thirds vote in the amount of \$30,000 for both PY'19 and PY'20. There was no further discussion. The motion carried unanimously.

Other Administrative Matters – No Administrative Matters

Information Items

Information Item 1 – Reemployment Assistance Agreement

The purpose of the Reemployment Assistance (RA) Administration Agent Agreement between the Florida Department of Economic Opportunity and CareerSource Pinellas is to provide CareerSource Pinellas with access to confidential information necessary to assist DEO with the administration of Florida's RA Program, as directed by DEO and governed by Chapter 443, F.S., and 20 C.F.R. Part 603 ("RA Administration"). RA Administration consists of helping Claimants and Employers interface with the PEGA and CONNECT information technology systems ("Access Systems"), and performing any other actions as may be directed by DEO in writing.

Under Florida Executive Order 20-93, call center vendors, non-DEO state employees, and LWDB staff are performing tasks on DEO's behalf related to the administration of Florida's Reemployment Assistance/UC program. The nature of these tasks is permissible under the emergency staffing in response to the workload and increased demand resulting from the spread of COVID-19. The call center vendors and LWDB staff, in the context of this temporary emergency flexibility for merit staffing, are considered third-part entities and may be permitted access to confidential information. To protect this information, DEO must enter into an agreement with each of its agents or contractors.

A copy of the signed Agreement was included in the agenda packet and submitted as requested by DEO before close of business on Monday, June 1, 2020.

Discussion: Ms. Brackney shared some of the ways that CareerSource Pinellas has assisted with the Reemployment Application process, including fielding 6,000 customer calls/emails; provided 11,000 COVID-related services, mostly relating to RA questions, resetting PIN #s and navigating the Employ Florida system; distributed over 2,500 RA applications and collected over 1,000 applications, mailing them via Fed Ex; and entered 574 mail-in applications into the CONNECT system. We managed this additional workload by redeploying 14 staff members. As we move forward, the concern is that individuals will be moving from the CONNECT system to the Employ Florida system as soon as the Governor lifts the job search requirement waiver.

Chair Leavelle added that Ms. Brackney was one of the first CEOs that offered to help with the RA process. Leavelle asked if CareerSource Pinellas is receiving any of the \$110 million that the Governor set aside to help with this process. Ms. Brackney indicated that a request has been made to DEO for resources to support staffing.

Public Comments: None

Open Discussion: None

Adjournment: The meeting was adjourned 1:31 p.m.