

**CareerSource Pinellas
Compensation Committee Minutes**

Date: May 12, 2020 – 1:30 pm

Location: *Virtual Zoom Meeting

Call to Order

Chair Candida Duff called the meeting to order at 1:30 p.m. There was a quorum with the following members participating.

Committee Members in attendance

Candida Duff, Jack Geller, Barclay Harless, Karla Leavelle, Michael Logal, Debbie Passerini, Amy Van Ness.

Committee Members absent

Kay McKenzie

Staff Present

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

Action Item 1 – Approval of Minutes

The minutes of the February 4, 2020, Compensation Committee meeting were presented for approval.

| | |
|---------|----------------|
| Motion: | Jack Geller |
| Second: | Karla Leavelle |

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

Action Item 2 – Annual Performance Evaluation

On April 3, 2019 the Board of Directors approved annual performance evaluations to be completed for each staff on a program year basis, from July 1 to June 30. It was agreed it was better to evaluate staff performance over the course of a program year.

The annual performance review process typically accompanies a merit increase, cost of living increase and/or a performance evaluation stipend or, depending of funding, consideration may be given to forgoing an increase.

For the past four performance periods the Board has approved a performance evaluation stipend payable in one lump sum in lieu of base salary increase. The range for the one-time stipend was from 0% to 5% of the employee’s base salary determined by the individual’s overall rating on his/her annual performance evaluation.

Recommendation

Approval to award a performance evaluation stipend, payable in one lump sum upon the completion of the annual performance evaluation. The range for the one-time stipend would be from 0% to 5% of the employee’s base salary determined by the individual’s overall rating on his/her annual performance evaluation for the program year.

Discussion: Chair Leavelle questioned whether CareerSource Pinellas should carry out this same practice of awarding a lump sum, as it can be a disadvantage to some employees. Brackney added that as we move ahead to PY 2020-2021, there is anticipation of a decrease in overall funding. This is a way to continue with the number of staff we currently have and potentially reduce the number of employees impacted by a decrease in funding. Leavelle feels that a one-time stipend leaves some employees’ salaries below the market. Brackney further explained the evaluation is based on a formula of goals, soft skills and job related skills. Performance reviews can be based on several options: a merit increase, cost of living increase, performance evaluation stipend or no increase, based upon funding.

The Compensation Committee made a motion to approve to award a performance evaluation merit increase ranging from 0% to 5%, based on a rating of the performance evaluation.

| | |
|---------|-----------------|
| Motion: | Jack Geller |
| Second: | Barclay Harless |

- **Later in the meeting this motion was amended to modify the annual performance evaluation merit increase to: Approve a performance merit increase of 0% to 5% of base salary determined by overall rating on the performance evaluation AND for any staff reaching the maximum range, to receive a one-time lump sum performance evaluation stipend from 0% to 5% of their base salary determined by their performance evaluation.**

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|---------|----------------|
| Motion: | Jack Geller |
| Second: | Karla Leavelle |

The motion carried unanimously.

Information Item 1 – Compensation Summary Report

On November 14, 2019, the Compensation Committee requested 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, notice of the new hire position and the average salary.

Since the last compensation summary was reviewed by the Compensation Committee there has been four staff who departed from CareerSource Pinellas. The positions are represented below.

| <u>Mid-point</u> | <u>Minimum</u> |
|------------------|--------------------------|
| Coordinator (2) | Disability Navigator (1) |
| Technician (1) | |

There are a total of 59 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 ten employees who are at mid-point and all are due to tenure with the organization, many have been with CareerSource for more than ten years, others have extensive workforce experience. The positions represented include the following:

| | |
|--------------------------|----------------------|
| Director (1) | Career Counselor (2) |
| Disability Navigator (1) | Coordinator (1) |
| Lead (2) | Technician (3) |

Since January 1, 2020 CareerSource Pinellas has had one new hire and the position is represented below:

Specialist, Marketing and Outreach Programs (1)

| 59 Total CareerSource Pinellas Staff | | |
|--------------------------------------|-----------|---------|
| 47 | 10 | 2 |
| Minimum | Mid-Point | Maximum |
| 80% | 17% | 3% |

The current average pay is \$51,050.

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

| Job Family Titles | | | | | | | |
|----------------------------|-------------|----------------------------|------------------------------|-------------------------------|------------|------------|------------|
| Job Title Family | Grade Level | No of Employees at maximum | No of Employees at mid-point | No of Employees at min salary | Min Salary | Mid Salary | Max Salary |
| Technicians | 102 | | 3 | 3 | \$33,580 | \$38,640 | \$43,700 |
| Instructor | 103 | | | 2 | \$36,500 | \$42,000 | \$47,500 |
| Specialist | 103 | | | 16 | \$36,500 | \$42,000 | \$47,500 |
| Career Counselor | 104 | | 2 | 10 | \$39,420 | \$45,360 | \$51,300 |
| Disability Navigator | 104 | | 1 | 0 | \$39,420 | \$45,360 | \$51,300 |
| Instructor, Trades | 105 | 1 | | 1 | \$42,574 | \$48,989 | \$55,404 |
| Business Account Executive | 105 | | | 2 | \$42,574 | \$48,989 | \$55,404 |
| Lead | 105 | | 2 | 1 | \$42,574 | \$48,989 | \$55,404 |
| Coordinator | 206 | 1 | 1 | 4 | \$45,979 | \$52,908 | \$59,836 |
| Supervisor | 208 | | | 1 | \$53,630 | \$64,356 | \$75,083 |
| HR Business Partner | 210 | | | 1 | \$62,555 | \$75,065 | \$87,576 |
| Director | 214 | | 1 | 4 | \$82,943 | \$103,841 | \$124,741 |
| CFO | 219 | | | 1 | \$121,870 | \$158,431 | \$194,992 |
| CEO | 221 | | | 1 | \$142,149 | \$184,794 | \$227,438 |
| Total Staff | | 2 | 10 | 47 | | | |

| Grade | Exemption |
|-------|------------|
| 100s | Non-Exempt |
| 200s | Exempt |

Other Administrative Matters: None

Public Comments: None

Committee Members Comments: None

Adjournment: The meeting was adjourned at 2:15 pm