

**CareerSource Pinellas
Board of Directors Minutes**

Date: Wednesday, July 15, 2020 at 11:45 am.
Location: *Virtual Zoom

Call to Order

Committee Chairman, Mr. Harless 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

Ivonne Alvarez, Jody Armstrong, Rebecca Avrin, Manny Bhuller, Andrea Cianek, Candida Duff, David Fetkenher, Jack Geller, Commissioner Patricia Gerard, Barclay Harless, John Howell, Mark Hunt, Michael Jalazo, Samuel Kolapo, Russell Leggette, Michael Logal, Michele Mathews, Kay McKenzie, Michael Meidel, Chris Owens, Debbie Passerini, Michael Ramsey, Dr. Rebecca Sarlo, Pattye Sawyer, Sheryl Sheppard, Amy Van Ness, Kenneth Williams, Glenn Willocks.

Board Members Absent

Celeste Fernandez, Joanne Lentino, Zachary White.

Board Counsel

Stephanie Marchman

Guests

Charles Chunn, Hub International

Staff in attendance

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

Welcome & Introductions

Mr. Barclay Harless, Board Chairman welcomed the Board of Directors to the first meeting of the new program year. He offered a special welcome to the new Board members, encouraging them to review the various committees and to consider joining a committee. Mr. Harless commended CareerSource Pinellas for the progress made this past year. The organization is moving forward in a positive direction and is pleased with Ms. Brackney and her team. There are certainly challenges ahead for the organization, including funding and technology. The current funding mechanism for Workforce Innovation and Opportunity Act (WIOA) is a formula based on lagging economic indicators. Therefore, funding today may not be sufficient to support the most recent economic impacts. As a result of recent events, many organizations including CareerSource Pinellas have been required to move to a virtual platform. This isn't always an easy transition and requires upgraded equipment and network support systems. CareerSource Pinellas has a plan for meeting this challenge that will be discussed in more detail later in the agenda. There are also opportunities ahead. The Board looks forward to finalizing the Strategic Plan to help address the needs of businesses and individual in Pinellas County.

CEO Report

Ms. Brackney, CEO started by welcoming the existing and new board members to the new program year. She began by outlining some of the recent events - a malware incident, a pandemic, and the unemployment rate soaring from 3 percent to 15 percent. Based on these significant events, CareerSource Pinellas has had to adjust to the new realities of doing business while following CDC guidelines to ensure the health and safety of our team members, including changing the business model to a virtual/remote platform and assisting DEO with reemployment applications.

As we transitioned our business model to a more virtual and remote platform, the first course of action was to move about 50 percent of our workforce telework. Secondly, we reached out to our partners. Currently, Saint

Petersburg College is offering virtual career services workshops. These workshops are the backbone of the services offered through the Career Resource Center. We are also exploring virtual options for career fairs and other business services.

Based on an executive order from the governor, CareerSource Pinellas has been assisting DEO with the Reemployment (RA) process. To provide this assistance, approximately 20 percent of our workforce was redeployed to the re-employment activities, including distributing 2,500 RA applications; collecting and mailing 1,106 RA Applications; entering 724 RA Applications; taking between 6,100-9,000 calls a month/up from 1,600 calls a month pre-COVID. Most of the calls related to re-employment – password resets, EF alerts or basic questions about their application. Since DEO has not allocated resources to this initiative, within the next few weeks, many of these team members will be transitioning back to complete the work associated with the mission of our organization - likely impacting staffing levels.

As CareerSource Pinellas moves to a virtual/remote platform, the technology infrastructure has to be in place to support it. The recommendation is to move forward to hire a vCIO to manage IT infrastructure, network systems and to ensure connectivity between Abacode (cybersecurity) and CTS (network/help desk).

In Pinellas County, there have been 87,499 initial RA claims (18 percent of the labor force). Today, there are approximately 62,000 individuals receiving re-employment services. Many of these job seekers have already reached out to CareerSource Pinellas, however when the Governor’s Job Search Waiver ends on September 5th, connecting with CSP will be mandatory. As a result, there will be a need to further adjust services to better manage the anticipated influx of job seekers.

In August, the Workforce Solutions and One-Stop committees will be focused on reviewing the 2020-2024 Strategic Plan to ensure key strategies and indicators reflect the challenges and opportunities ahead. The final draft will be available at the September Board of Directors meeting.

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

The minutes of the June 3, 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 – Audit of June 30, 2020 Financial Statements

Enclosed is the Audit Engagement Letter with Powell & Jones, CPAs. The Engagement Letter would serve as an agreement regarding the audit work to be done relating to the financial statements for the year ended June 30, 2020.

Powell & Jones, CPAs will audit the financial statements of WorkNet Pinellas, Inc., which comprise the statement of financial position as of June 30, 2020, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

The fees for the audit and the preparation of the Form 990 will be \$25,000 which will include travel and other out-of-pocket costs.

This will be the fifth and final year of the contract for audit services. Per DEO’s Audit and Audit Resolution Responsibilities, CareerSource Pinellas “must limit auditor retention to no more than five years.” For the audit of June 30, 2021 financial statements, CareerSource Pinellas would follow our standard procurement process to select a new qualified auditor.

Recommendation

Approval to enter into an agreement with Powell & Jones, CPAs to conduct a financial statement audit for the year ended June 30, 2020.

Discussion: None

Motion: David Fetkenher
Second: Jack Geller

The Board of Directors approved to enter into an agreement with Powell & Jones, CPAs to conduct a financial statement audit for the year ended June 30, 2020. The motion carried unanimously.

Action Item 3 – Agreed Upon Procedures (For Twelve-Month period ended June 30, 2020)

The engagement letter for the agreed-upon procedures for the six-month period ended December 31, 2019 was included. It was presented at the July 16, 2019 Audit Committee meeting but it was agreed by the Committee to table approving the engagement until completion of the audit of the June 30, 2019 Financial Statements.

Management recommends that the time period under review be changed to the twelve month period ended June 30, 2020.

The total fee will not exceed \$6,000 which is the fee included in current service contract with Powell & Jones, CPAs.

RECOMMENDATION

Approval of the proposed date change and execution of the agreed upon procedures letter.

Discussion: None

Motion: Jack Geller
Second: Michael Logal

The Board of Directors approved the proposed date change and execution of the agreed upon procedures letter. There was no further discussion. The motion carried unanimously.

Action Item 4 – Annual 401 (k) Plan Audit

WorkNet Pinellas, Inc. 401(k) Plan is required to have an annual audit by an Independent CPA firm.

Powell & Jones will audit the financial statements of WorkNet Pinellas, Inc. 401(k) Plan, which comprise the statement of net assets available for benefits as of December 31, 2019 and 2018 and the related statement of changes in net assets available for benefits for the years then ended and the related notes to the financial statements and report on the supplemental schedules of the Plan for the year ended December 31, 2019.

For the calendar year 2019, a limited scope audit as permitted by DOL regulations would be \$6,000.

The annual audit is to be completed and filed along with the form 5500 by October 15, 2020.

RECOMMENDATION

Approval of a limited scope audit and execution of the engagement letter for the annual 401 (k) plan audit.

Discussion: None

Motion: Mark Hunt

Second: Pat Gerard

The Board of Directors approved a limited scope audit and execution of the engagement letter for the annual 401 (k) plan audit. There was no further discussion. The motion carried unanimously.

Action Item 5 – Approved Training Providers: Renewal Agreements

CareerSource Pinellas enters into individual training provider agreements with each approved training provider. These agreements have previously been administered annually with a two year renewal period contingent upon Workforce Solutions Committee and Board of Directors approval. This process requires a significant amount of staff time. Training providers are also required to provide annually:

- Provide most recent Florida Education & Training Placement Information Program (FETPIP) Reports to include: enrollment, completion, retention, employment rates of students.
- Provide Training Provider Renewal Application.
- Provide Program Cost details (tuition, books, supplies and testing fees) and a copy of current catalog and schedule or website link with required information.
- Provide a copy of a valid license from the Commission for Independent Education (CIE).
- Provide current Liability Insurance with CareerSource Pinellas listed.
- Provide a copy of completed W-9 form.
- Remain in compliance with performance, financial and other mandated requirements.

Staff periodically monitors training provider performance and presents this information to the Workforce Solutions Committee on a quarterly basis. Training providers that are determined to have performance issues or other issues, are brought to the committee and board throughout the year for review and potential removal.

RECOMMENDATION

Approval to enter into two year renewal agreements with approved training providers. Training providers listed have completed their initial one year term and are in continued eligibility status for review and two year renewal. Eligible training providers will be required to submit the information listed above on an annual basis and prior to execution of renewal agreements.

Discussion: None

The following members declared a conflict of interest and abstained from the vote: Mark Hunt, Pinellas County Schools, Rebecca Sarlo, Ultimate Medical Academy, Michael Ramsey, Saint Petersburg College.

Motion: Pat Gerard

Second: Jack Geller

The Board of Directors approved to enter into two year renewal agreements with approved training providers. Training providers listed have completed their initial one year term and are in continued eligibility status for review and two year renewal. Eligible training providers will be required to submit the information listed above on an annual basis and prior to execution of renewal agreements. There was no further discussion. The motion carried unanimously.

Action Item 6 – WIOA Eligible Training Provider List Administrative Policy

The Workforce Innovation and Opportunity Act (WIOA) was implemented in 2014; section 134(d)(4)(D): Title I adult and dislocated worker training services must be acquired through the use of Individual Training Accounts, hereinafter referred to as “Individual Training Accounts” (ITA). ITAs can be used to access training from eligible Training Providers who have been approved by the Board of Directors. Those Training Providers that do not meet the criteria included in this policy can be utilized based on waiver approval by the CEO or his/her designee.

In order to provide guidelines for the initial and subsequent determination of training provider eligibility; the federal and state requirements for training providers; the performance standards and reporting of data and removal provisions for training providers, CareerSource Pinellas (CSPIN) must maintain an updated Eligible Training Provider List (ETPL) policy, approved by the Board of Directors.

CSPIN has reviewed its current Procurement, Approval and Maintenance of Training Providers and Programs policy with the current CareerSource Florida Administrative Policy 90, WIOA Eligible Training Provider List. The adoption of the current CareerSource Florida policy as our local CareerSource Pinellas policy 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 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.

RECOMMENDATION

Approval to adopt the CareerSource Florida Administrative Policy 90, WIOA Eligible Training Provider List, for implementation immediately, replacing the current CSPIN Procurement, Approval and Maintenance of Training Providers and Programs policy.

Discussion: None

Motion: Jody Armstrong
Second: Michael Logal

The Board of Directors approved to adopt the CareerSource Florida Administrative Policy 90, WIOA Eligible Training Provider List, for implementation immediately, replacing the current CSPIN Procurement, Approval and Maintenance of Training Providers and Programs policy. There was no further discussion. The motion carried unanimously.

Action Item 7 – Local Targeted Occupations List

The Department of Economic Opportunity’s (DEO) Bureau of Labor Market Statistics (LMS) published the 2020-2021 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).

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 by June 30, 2020.

Staff reviewed the new 2020-2021 Regional Demand Targeted Occupations List (TOL) for Pinellas County published by the Labor Market Unit with DEO, analyzing the changes from the 2019-2020 TOL previously approved by the board in June 2019.

A list of potential additions were drafted with accompanying Labor Market Information received thru the DEO to request board review and approval to add these occupations to the 2020-2021 TOL. The TOL governs Occupational skills Training, Apprenticeships, Paid-Work Experience and On-the-Job training programs.

The Workforce Solutions Committee has reviewed the updated DEO list, as well as potential additions suggested by staff and local educational providers. The Committee has voted and unanimously approved the DEO provided list, including DEO additions, reinstatement of all occupational titles removed by DEO for 2020-2021, and addition of all staff recommended occupational titles. This approval was determined to be in the best interest of the local

area due to the impact of COVID-19 on the local workforce, economy and citizens, and will assist in providing the most comprehensive opportunities for training, retraining and reemployment.

RECOMMENDATION

Approval to adopt the DEO 2020-2021 Regional Demand Occupations for CareerSource Pinellas, as approved by the Workforce Solutions Committee on June 30, 2020.

Discussion: None

Motion: Pat Gerard
Second: Jody Armstrong

The Board of Directors approved to adopt the DEO 2020-2021 Regional Demand Occupations for CareerSource Pinellas, as approved by the Workforce Solutions Committee on June 30, 2020. There was no further discussion. The motion carried unanimously.

Action Item 8 – RFP Selection-Virtual Workshops

The CareerSource Pinellas (CSP) business model historically offered services through open resource centers, group workshops and career counseling sessions where individuals meet in person and in large groups. As we adjust to social distancing requirements to ensure the safety of team members and customers, many of these services will transition to remote and digital platforms. To meet an immediate need following the Safer at Home Order, Saint Petersburg College was awarded a contract through an emergency procurement process. Now, as customer expectations shift to a more virtual experience, we have taken steps to ensure CareerSource Pinellas is ready with innovative career and business services offered both in person and virtually.

As discussed at the May 20th Board of Directors meeting, CareerSource Pinellas solicited proposals from qualified and experienced entities to provide virtual workshops. Each proposal was reviewed by the CSP staff review team.

Results of review:

Proposer Group Scores

- Saint Petersburg College 89.5
- Dynamic Works Institute 89.5
- Career Team 84.5
- Fly-High Coaching 74
- Collective Community Initiative 62

Based on the current provision of services, the ability to increase capacity and the option to customize workshops; at this time we recommend contracting with Saint Petersburg College. We will evaluate at the end of the quarter to determine whether we expand to add an additional vendor such as Dynamic Works Institute.

RECOMMENDATION

Approval to enter into contract negotiations for the provision of Virtual Workshops with Saint Petersburg College.

Discussion: None

Because St. Petersburg College was part of the RFP selection, Michael Ramsey, representing SPC, declared a conflict of interest and abstained from the vote.

Motion: Jack Geller
Second: Pat Gerard

The Board of Directors approved to enter into contract negotiations for the provision of Virtual Workshops with Saint Petersburg College. There was no further discussion. The motion carried unanimously.

Action Item 9 – Request for Quote-Fractional Virtual Chief Information Officer

CareerSource Pinellas is seeking the services of a virtual Chief Information Officer (CIO) to act as the central point of contact for information technology services. The virtual CIO will provide, including but not limited to, the following services:

- Strategic guidance to maintain and build out the current technology environment
- Project management leadership of Client’s managed services provider (MSP)
- Technical thought leadership regarding the appropriate direction of technology for CareerSource Pinellas
- Technology evaluations
- Technology build-versus-buy decision tree analysis
- Technology budget needs analysis
- Interactions with cybersecurity firm
- Manage the IT Services Request for Proposal

It is anticipated that the services for this position will exceed the \$50,000 threshold requiring Board approval.

RECOMMENDATION

Approval of the simple and informal procurement method of obtaining quotes in order to secure the services for a virtual Chief Information Officer and approval to enter into contract negotiations with a vendor to provide virtual CIO services.

Discussion: None

Motion: David Fetkenher
Second: Pat Gerard

The Board of Directors approved the simple and informal procurement method of obtaining quotes in order to secure the services for a virtual Chief Information Officer and approval to enter into contract negotiations with a vendor to provide virtual CIO services. There was no further discussion. The motion carried unanimously.

Action Item 10 – Authorizing the Opening of Two New Bank Accounts

DEO recently completed its financial monitoring of CareerSource Pinellas for the period April 1, 2019 – March 31, 2020. One of the recommendations was for CareerSource Pinellas to set up a checking account to segregate unrestricted funds from DEO grant funds.

In addition, the Finance Committee previously discussed having a separate money market/savings account to segregate the proceeds of the sale of the Science Center until final resolution of the DOL compliance review.

Per discussion with representatives at Valley National Bank, they require Board approval authorizing the opening of new bank accounts.

RECOMMENDATION

Approval to proceed with opening one new checking account to segregate unrestricted activity from Federal grant funds and one money market/savings account to maintain the proceeds of the sale of the Science Center.

Discussion: None

Motion: Jack Geller
Second: Pat Gerard

The Board of Directors approved to proceed with opening one new checking account to segregate unrestricted activity from Federal grant funds and one money market/savings account to maintain the proceeds of the sale of the Science Center. There was no further discussion. The motion carried unanimously.

Board Counsel Update

Stephanie Marchman updated the board members on what she has been working on with Ms. Brackney.

- Due to the recent changes in the way CSPIN is servicing customers, there have been a number of staffing issues.
- There have been a number of contracts to be reviewed.
- The new Agreement with DEO requires a level 2 background screening. CareerSource is not an authorized entity to conduct that screening, so alternative ways to accomplish this requirement are being looked at.
- The investigation by the US Attorney’s Office into the prior administration has continued and Ms. Marchman and Ms. Brackney are continuing to cooperate with that investigation.

Other Administrative Matters – No Administrative Matters

Information Items

Information Item 1

DEO Daily Governor’s Report – (Placement as reported in the Employ Florida system)

Local Tracking for Program Year 2019-2020 and 2018-2019

CareerSource Pinellas				
PY 18/19	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
March	308	102.81%	12	7,901
April	163	105.22%	12	3,843
Totals	2,928	101.52%	12.1	72,140

CareerSource Pinellas				
PY 17/18	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	8,473	151.17%	7.1	127,722
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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. Monthly reports address Governor Rick Scott’s call for enhanced performance measurement in workforce and economic development focused on critical results that bolster Florida’s economic recovery and growth.

Information Item 2 - Financial Reports through

A brief overview of the following financial reports provided in the agenda was given: Statement of Activities for Current Year vs. Prior Year, Statement of Activities for Current Year vs. Budget, Cost Allocation/Expenditure Report for PE 4/30/20, Pooled Cost Expenditure Report for PE 4/30/20, Grants Status Report as of 4/30/20.

Information Item 3 – Insurance Update

Hub International, the Insurance Broker, marketed our business and obtained quotes for business insurance renewals effective July 1, 2020.

1. Remain with current program providers
2. Florida Insurance Trust

The 2020-2021 Planning Budget was prepared in April and approved at the May 20, 2020 Board meeting.

	Expiring	Final	Budget	
	2019-2020	2020-2021	2020-2021	Variance
Commercial Property	3,673	4,873	15,000	10,127
Commercial Package	29,280	27,938	35,000	7,062
Commercial Umbrella	11,187	10,186	12,500	2,314
Commercial Crime	4,696	5,268	5,500	232
Mgmt Liability	20,680	5,216	22,000	16,784
Cyber	5,095	6,665	25,000	18,335
Auto	7,916	6,573	8,000	1,427
Workers' Comp	52,165	41,952	43,183	1,231
	\$ 134,692	\$ 108,672	\$ 166,183	\$ 57,511

Included also is the Summary of Insurance Loss Runs. Fiscal year activity includes:

1. Claims of \$130,418 were paid on Cyber Policy related to forensics review, post-breach remediation, legal fees, etc. associated with cyber-attack in October 2019.
2. Two Workers’ Compensation claims totaling \$3,138.
 - a. One employee jumped out of chair to assist another person; strained knee.
 - b. One employee had rash on left arm.
3. One claim recently paid out for settlement of whistleblower suit; not included on loss run report.

Conclusion: CareerSource Pinellas bound insurance effective July 1, 2020 at rates in the table above.

Charles Chunn from Hub International spoke about the management liability portion because of the large decrease. Hub has a proprietary platform for quoting management liability lines. It is a consolidation of underwriting information that gets placed to about a dozen insurance companies. Hub prescreens these companies and the

coverage forms they are using and are able to move CSPIN to a company called Hanover, who is priced extremely competitively in this market.

Information Item 4 – Independent Accountants’ Report on Applying Agreed-Upon Procedure

The audit firm of Powell & Jones, CPAs has completed their review of the Agreed-Upon Procedures for the six-months ended June 30, 2018 and submitted their report in April 2020. Enclosed is a copy of the report for the Audit Committee’s review.

Information Item 5 – Training Provider Spending Summary (July 1, 2019 – May 31, 2020)

A training provider summary was provided for the period from July 1, 2019 – May 31, 2020. Customer Training totaled \$2,291,469, for 773 participants and an average cost of \$2,964 per participant.

Information Item 6 – OJT Provider Spending: (July 1, 2019 – May 31, 2020)

A spending report for the On-the-Job training program was provided for the period from July 1, 2019 – May 31, 2020. OJT Spending totaled \$ 13,606 for 6 participants. Prior year OJT spending was \$295,759.

Information Item 7 – Monitoring Review Updates:

DEO Programmatic Monitoring July 1, 2016 – June 30, 2020

In January 2018, the Department of Economic Opportunity (DEO) completed the on-site PY’17 Programmatic Monitoring Review for the period of 7/1/2016-9/30/17, and in June 2019, completed the on-site PY’18 Program Monitoring Review for the period of 10/1/2017– 3/31/2019.

Because of the impending audits and/or compliance reviews by the United States Department of Labor (USDOL) Employment and Training Administration (ETA), issuance of DEO’s programmatic monitoring report was held in abeyance pending completion of USDOL’s review. The USDOL compliance report detailing the results of the USDOL review was issued on May 15, 2019.

In December 2019, DEO issued the Final Report for the monitoring conducted for the period of 7/1/2016 – 3/31/2019 spanning a total of 2 years and 8 months. The final report included 20 Findings and 9 Other Non-compliance issues. CareerSource Pinellas responded by submitting a Corrective Action Plan (CAP), in February 2020, within the required 30 days. The Corrective Action Plan included over 30 exhibits and/or attachments, a request for DEO technical assistance and guidance, as well as DEO approval of policies that would guide program planning and procedures. To date CareerSource Pinellas has not received a response to the Corrective Action Plan.

The DEO on-site PY’19 programmatic Monitoring Review is scheduled for May 11, 2020 through Tuesday May 19, 2020 for the period of 4/1/2019 through 3/31/2020.

The completed Review, Preliminary Results and comments were submitted to DEO on June 4, 2020. We are waiting for the final report from DEO.

One Stop Operator Internal Monitoring

The One Stop Operator conducted an internal monitoring review in December 2019 for the period of 1/1/2019-11/30/2019. The monitoring outlined several areas for review. There were several questions concerning the interpretation of policy. Based on these questions, CareerSource Pinellas and the One-Stop Operator met to review process and procedures. As a result of this meeting, the One-Stop Operator agreed to work with CareerSource Pinellas to update and review policy, procedures and to assist with updating desk guides. The One-Stop Operator resubmitted the monitoring review report in April 2020. CareerSource Pinellas is in the process of reviewing and will provide a response within 30 days.

DEO Financial Compliance Monitoring July 1, 2017 – March 21, 2020

In April 2018, the Department of Economic Opportunity (DEO) completed the onsite PY’17 Financial Compliance Monitoring Review for the period of 7/1/2017-3/31-2018, and in June 2019, completed the onsite PY’18 Financial Compliance Monitoring Review for the period of 4/1/2018 – 3/31/2019. On August 23, 2019, the DEO issued the

final monitoring report for the monitoring conducted for the period of 7/1/2016 – 3/31/2019 spanning a period of 2 years and 8 months. The final report included seven observations and seven technical assistance items. Half of the items pertained to the 2017-2018 monitoring period and half pertained to the 2018-2019 monitoring period. All observations and technical assistance items noted in the report have been addressed.

The DEO PY'19 Financial Compliance Monitoring Review was completed remotely in June 2020 for the period of 4/1/2019 through 3/31/2020. DEO will be preparing a report of their observations.

USDOL Compliance Review

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 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 submitted supplemental information. The supplemental information was due to DEO for review on or before November 12, 2019. DEO reviewed this information 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.

DEO was tasked by DOL to establish RFP for outside monitoring agency to review all OJT payments for PY 16-17.

Information Item 8 – Annual Performance Evaluation

On May 20, 2020, the Board of Directors approved the performance merit increase of 0% to 5% of base salary determined by the individuals overall rating on his/her annual evaluation. The annual performance evaluations are to be completed for each staff on a program year basis, from July 1 to June 30. A copy of the draft PY 2020-2021 performance evaluation form was attached to the action item. For clarification, the PY 2019-2020 evaluation form is the document to be utilized for July 1, 2019 – June 30, 2020. This form was included in the packet.

Public Comments: None

Open Discussion:

Chairman Harless thanked David Fetkenher for agreeing to continue to serve on both the Finance and Audit committees. David Fetkenher noted that he has enjoyed working with Ms. Brackney, Mr. Meier, and the staff. He looks forward to continuing his work with everyone.

Mr. Harless reminded the new Board members that it is important for them to get involved by joining a committee. Also, there will be a Board Orientation scheduled in the near future.

Jody Armstrong recognized Ms. Brackney and her team for going the extra mile to assist unemployed individuals. It made a big difference for them.

Michael Logal mentioned that the strategic planning process concentrated efforts on the economic trends prior to the pandemic. It may be helpful to have discussions on how these efforts can be re-tooled given the new economic realities.

Ms. Brackney reminded the Board members that the committees will be reviewing the key strategies and indications at their meetings in August. The key strategies and goals have not changed however to Michael Logal's point, how these goals are implemented may be adjusted or re-tooled based on the current trends. Ms. Brackney added that Tucker Hall continues to work with CareerSource Pinellas to create and implement a communications strategy.

Adjournment: The meeting was adjourned 1:00 p.m.