

**CareerSource Pinellas
Ad Hoc CEO/Counsel Selection Committee Minutes**

Date: November 6, 2019 – 9:00 AM

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

Call to Order

Board Chair, Karla Leavelle called the meeting to order at 9:00 am. The following members participated:

Committee Members in attendance

Commissioner Pat Gerard, Karla Leavelle, Russell Leggette (by phone), and Mike Meidel (by phone at 9:30 am, then in person).

Committee Members Absent

Joanne Lentino.

Staff Present

Jennifer Brackney, Steven Meier, and Liz Doyle.

Action Item 1 – Approval of Minutes (September 9th, 2019)

The minutes from the September 9th, 2019 meeting of the Ad Hoc CEO/Counsel committee were presented for approval.

Motion: Patricia Gerard
Second: Russell Leggette

The minutes were approved as presented. No further discussion. The motion carried unanimously.

Action Item 2 – Approval of Minutes (September 18th, 2019)

The minutes from the September 18th, 2019 meeting of the Ad Hoc CEO/Counsel committee were presented for approval.

Motion: Patricia Gerard
Second: Russell Leggette

The minutes were approved as presented. No further discussion. The motion carried unanimously.

Action Item 3 – CEO Contract Renewal

On October 31, 2018, The Board of Directors approved a 1-year employment contract for Jennifer Brackney, as the CEO of CareerSource Pinellas. This initial contract had an original end date of October 31, 2019, but was extended through November 30, 2019. On August 16, 2019, the Board of Directors approved to commence negotiations to renew the employment contract of Jennifer Brackney as CEO of CareerSource Pinellas, for a multi-year term. The objectives for the current meeting were to confirm the contract terms and CEO performance goals.

Discussion of matters pertaining to CEO contract renewal:

Members of the Committee discussed the contract extension as positively ensuring stability as CareerSource Pinellas navigates through changes and DOL compliance issues. The committee then reviewed CEO compensation (currently at \$175K) in relation to the HR Edge Salary Survey which ranged from \$142,149, – \$227,438., with the mid-range at \$184,794. The Federal Maximum is \$190K.

In relation to other benefits, the previous (28%) health plan benefit is paid each pay period, but the proposed new health plan stipend, which is now a flat amount of \$13,500, which, while more fair to lower-paid employees, equates as a loss for Jennifer.

The committee also discussed the existing 5% performance evaluation stipend, which applies to all employees.

Finally, there was a discussion around a potential deferred compensation for the leadership team in future, in line with County benefits contracts. The staff will review the possibility of the additional deferred compensation benefit for the leadership team, for future Board consideration.

Five motions were submitted and each was carried unanimously:

1. *Renew a three-year extended contract for Jennifer Brackney.*

Motion: Russell Leggette
Second: Patricia Gerard

2. *The new contract salary for the CEO will be \$179,500.*

Motion: Patricia Gerard
Second: Russell Leggette

3. *Includes a lump-sum 5 percent performance evaluation stipend each year, consistent with compensation for all employees.*

Motion: Patricia Gerard
Second: Russell Leggette

4. *CEO compensation will be retroactive to the contract period beginning November 1st, 2019.*

Motion: Patricia Gerard
Second: Russell Leggette

5. *Outlined performance goals were reviewed and accepted.*

Motion: Michael Meidel
Second: Patricia Gerard

Timing of performance review will be at the end of the contract, in the fourth quarter of the calendar-year. The contract will include any supplemental benefits that the Board may approve during the period of the contract, for members of the leadership team, e.g., deferred compensation in line with County employees.

The Ad Hoc CEO/Counsel Selection Committee approved the renewal of the CEO employment contract and goals for Jennifer Brackney for the period of November 1st, 2019 through October 31st, 2022.

Each of the five related motions were carried unanimously.

Action Item 4 – Review and Score Legal Service RFP 19-0919

On June 5, 2019, the Board of Directors voted to initiate the procurement process for a request for proposals (RFP) regarding the provision of legal services.

Through the publication of this RFP, CareerSource Pinellas sought legal services from qualified firms that are properly licensed with experience in Public and Administrative laws to serve as General Counsel to the Local Workforce Development Board, as well as Counsel to CareerSource Pinellas.

Common services include: advising the governing board on the Sunshine law and conflict of interest, the review of contracts for goods and services, leases, subleases, Memoranda of Understanding, as well as maintaining compliance with Federal and State Laws related to public records requests and conducting public meetings.

The RFP deadline was October 18th, 2019. In response to this RFP, the following companies submitted proposals:

1. Persson, Cohen & Mooney, P.A.
2. Gray, Robinson, P.A.
3. Massey Law Group, P.A.

Members of the Ad Hoc CEO/Legal Counsel Committee each received copies of the submissions and were tasked to review/score the proposals independently.

The panel discussed their individual scores and the scores were aggregated during the meeting.

Aggregated scores (out of 100 points) from three reviewers were as follows:

Company Name	Score
Gray, Robinson, P.A.	96.33
Massy Law Group, P.A.	70.67
Persson, Cohen & Mooney, P.A.:	63.67

Discussion related to the RFP responses:

Level of experience related to working with workforce boards, non-profit, government agencies, and HR in the context of government agencies was an important factor. The price quotes related to actual attorney-fees and para-legal support was also compared.

The committee members agreed that Gray, Robinson had depth of experience and also is a large firm that has the bench strength to address a variety of issues related to labor, local, and state government, including DEO.

The Committee had one clarification question regarding Gray Robinson's hourly rate and suggested a follow-up clarification meeting with the firm, prior to contract award.

A motion was made to approve the selection of Gray, Robinson, P.A. for legal counsel services.

Motion: Patricia Gerard
Second: Michael Meidel

The motion was carried unanimously.

Other Administrative Matters: None

Public Comments: None

Committee Members Comments: None

Adjournment: The meeting was adjourned at 10:02 am.