

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

**Date:** October 8, 2020 – 10:00 AM

**Location:** Zoom Meeting

**Call to Order**

Board Chair, Barclay Harless called the meeting to order at 10:01 am. The following members participated:

**Committee Members in attendance**

Commissioner Pat Gerard, Barclay Harless, Michael Logal and Mike Meidel.

**Committee Members Absent**

Joanne Lentino.

**Staff Present**

Jennifer Brackney, Steven Meier, and Cindy Hockridge.

**Action Item 1 – Approval of Minutes (November 6, 2019)**

The minutes from the November 6, 2019 meeting of the Ad Hoc CEO/Counsel committee were presented for approval.

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| Motion: Michael Meidel |
| Second: Pat Gerard     |

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

**Action Item 2 – CEO Performance and Compensation Review**

On November 1, 2019, the Board of Directors approved a 3-year employment contract for Jennifer Brackney, as the CEO of CareerSource Pinellas. The Board of Directors also approved the CEO performance review that provided the annual goals, initiatives, actions to be taken and metrics. As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee will conduct the annual review of performance and compensation. The review addresses the approved CEO Performance Goals, including Financial Management; Legal Compliance, Strategic Planning, Governance, Accountability and Transparency, Workforce Development Performance, Key Relationships and Partnerships, and Organizational Leadership.

The recommendation from this Committee will be presented to the November 18<sup>th</sup> Board of Directors meeting.

**The following attachments were included in the packet:**

Performance Review: The members of the Ad Hoc CEO/Counsel Committee submitted their ratings and comments of the CEO's performance review. Ms. Brackney also included her response to the feedback. The consolidated document is enclosed for review.

Compensation Review:

The Board of Directors approved the Compensation Review on June 5, 2019. The Compensation Review outlines the salary range for all employees, including the CEO. The Compensation Review is enclosed for your review.

Letter from the CEO

2019-2020 Annual Report

**Recommendation:**

Approval of the performance review and corresponding compensation for Ms. Brackney for the period of November 1<sup>st</sup>, 2020 through October 31, 2021.

**Discussion:**

Barclay Harless reviewed the goals ratings that were compiled from the committee members. Most of the ratings indicated exceeds expectations with a focus on continuing to build key relationships and focusing on strategic planning.

Barclay also noted that the CEO has successfully led the organization. She has shone a unique ability to deal with crisis and mitigate/learn/adapt post-crisis. Commissioner Gerard noted that Ms. Brackney has successfully guided the organization through another tumultuous year continuing to respond to DEO and DOL reports. The reputation of the agency has greatly improved under her leadership.

The committee reviewed the salary range structure for staff and the approved performance merit increase of 0% – 5% of base salary determined by overall rating. For any staff reaching the maximum pay range, they would receive a one-time lump sum stipend from 0% - 5% based on their overall rating.

Mike Meidel asked if the federal maximum for a workforce board member had changed. It was \$190k last year. After a review of the federal guidelines, it was determined that the maximum is \$197,300.

Michael Logal made the first motion to approve a 4 percent merit increase. Pat Gerard made a second to the motion.

**Ms. Brackney's comments –**

As you know, we continue to chart a path forward while honoring the requirements of USDOL Compliance Review. In November 2019, the Board of Directors engaged in a robust process of developing a Strategic Plan, including four planning sessions with key stakeholders and five focus groups. There was a continued focus on governance, transparency and accountability during the program year. CareerSource Pinellas facilitated 43 board, committee and board-related meetings to fulfill its governance role – about one meeting a week for the year.

Amid the uncertainty of the pandemic, we knew we were needed by our local community and remained open to the public to provide services to the customers who needed us the most. We creatively developed solutions to continue providing direct services to customers, shifting the business model to a virtual and remote platform. Additionally, the LWDB team members served statewide needs as about 20 percent of our workforce was reassigned to assist DEO with Reemployment Assistance (RA) in response to the Governor's Executive Order.

Through all this, we kept focus on our Mission, and wrapped up the year by meeting or exceeding all 14 USDOL Performance indicators for WIOA.

While there is continued opportunity to grow and develop as an organization, we have made significant and impactful progress over the last year. We successfully, navigated change, stabilized operations, fostered an environment of transparency, and realigned our teams with program fundamentals.

**Continued committee member discussion -**

Barclay Harless again noted the exceptional work that has been done. However, he indicated that it will be important to focus on partnerships and strategic plan as we move into the next program year. Mike Meidel agreed that Jennifer meets all expectations. She has done everything asked of her and exceeded quite a few categories. She has performed remarkably well. The concern is that she is at the upper end of her pay scale and that another 4% raise may put her over the federal maximum. There was further conversation around what the federal maximum means and what type of increase falls under that maximum (stipend vs one-lump or a combination).

A consideration was also made to follow the same procedure as last year and offer a performance stipend rather than a merit increase. Stephanie Marchman, Board Counsel advised the committee to

remain consistent with what has been offered to other employees. This year the Board of Directors approved a 0-5 percent merit increase based on performance.

After some discussion and consideration of accomplishments and other discussion items, Michael Logal withdraw his first motion

**A motion was made to offer Ms. Brackney a five percent merit increase on base salary.**

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| Motion: Michael Logal |
| Second: Pat Gerard    |

*The Committee made a motion to approve the CEO Performance Review. No further discussion. The motion carried unanimously.*

Stephanie Marchman, Board Counsel pointed out that there was a scrivener's error in the CEO's employment contract. The end date of the contract is listed as 2019 and should be 2022. She recommended correcting the date through an amendment signed by the Board Chair and CEO. The committee agreed. Stephanie Marchman indicated she would draft an amendment.

**Action Item 3 – PY' 2020-2021 CEO Performance Goals**

On November 1, 2019, the Board of Directors approved a three-year employment contract for Jennifer Brackney, as the CEO of CareerSource Pinellas. The Board of Directors also approved the CEO performance review that provided the annual goals, initiatives, actions to be taken and metrics. The draft PY' 2020-2021 CEO Performance Goals are attached with Initiative/Metrics for your review.

**Recommendation:**

Approval of the CEO Performance Goals for PY' 2020-2021 for Ms. Brackney for the period of November 1, 2021 through October 31, 2022.

**Discussion:**

Michael Logal mentioned that we should assume that there will be an increase in the influx of people due to the state of the current economy. We've had some preliminary discussion on how to address this situation. This will be an important issue that will need to be addressed over the next 4-6 months. This isn't specifically addressed in the goals, however hopefully it will be included as we implement the strategic plan.

Jennifer Brackney agreed that this year is going to be a challenge. We are currently exploring ideas for dealing with an influx of individuals while continuing to operate primarily on a virtual and remote platform. We are looking at a call center approach. This approach would encourage staff to provide more consistent service within a specific timeframe while tracking number of served metrics.

Barclay Harless stated that a bold action will be needed as we move forward. He encouraged us to focus on partnerships. He also noted that it is important to be clear regarding the goals so that Jennifer is aware of the criteria and metrics that will be in her review.

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| Motion: Pat Gerard    |
| Second: Michael Logal |

*The Committee made a motion to approve the PY' 2020-2021 CEO Performance Goals. No further discussion. The motion carried unanimously.*

**Action Item 4 – General Counsel Performance Goals**

On November 11, 2019, the Board of Directors approved the selection of Gray, Robinson, P.A. for legal counsel services to begin on December 1, 2019, as General Counsel to the Local Workforce Development Board, as well as Counsel to CareerSource Pinellas.

As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee will conduct the annual performance and compensation. The review addresses the approved Legal Counsel Performance Goals as presented.

If approved by the Ad Hoc Committee today, a following meeting of the Ad Hoc CEO/Counsel Selection Committee will be scheduled to conduct the performance review. The General Counsel Performance Goals and corresponding accomplishments will then be sent out to the Committee members for review and comment.

The Ad Hoc Committee will then present a recommendation to the Board of Directors at the November 18<sup>th</sup> meeting.

**Recommendation:**

Approval of the General Counsel Performance Goals for Stephanie Marchman, Gray|Robinson, for the PY' 2019-2020.

**Discussion:**

Mike Meidel suggested that many of the goals associated with the performance review are more directly associated with the work she does with the CEO. He recommended Jennifer Brackney complete the performance review adding her comments prior to submitting it to the Ad Hoc Committee.

He also asked the question as to whether we want to review performance based on the calendar or program year.

Jennifer Brackney noted that the Board of Directors has approved moving all other reviews to a program year. Therefore, it would seem best to conduct this review on a program year basis. The committee members agreed.

A question was asked about the length of the Gray|Robinson agreement. It was confirmed that letter of agreement is for two years, subject to review and approval.

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| Motion: Michael Meidel |
| Second: Pat Gerard     |

*The Committee made a motion to approve the General Counsel Performance Goals. No further discussion. The motion carried unanimously.*

**Other Administrative Matters:** None

**Public Comments:** None

**Committee Members Comments:**

Mike Meidel congratulated Ms. Brackney on surviving the challenges from this past year. She did a great job!

Barclay Harless also thanked Ms. Brackney for all her work.

**Adjournment:** The meeting was adjourned at 10:41 am.