

**CareerSource Pinellas
Board of Directors Minutes**

Date: Wednesday, May 20, 2020 at 11:45 A.M.
Location: *Virtual Zoom

Call to Order

Committee Chair, Ms. Leavelle called the meeting to order at 11:47 a.m. and welcomed all participants. There was a quorum present with the following board members.

Board Members in attendance

Manny Bhuller, Celeste Fernandez, David Fetkenher, Jack Geller, Commissioner Patricia Gerard, Barclay Harless, Andrea Henning, Mark Hunt, Michael Jalazo, Carolyn King, Karla Leavelle, Michael Meidel, Debbie Passerini, Dr. Rebecca Sarlo, Sheryl Sheppard, Amy Van Ness, Zachary White, Kenneth Williams.

Board Members Absent

Vivian Amadeo, William Apple, Jody Armstrong, Candida Duff, James England, John Howell, , Samuel Kolapo, Russell Leggette, Joanne Lentino, Michael Logal, Kay McKenzie, Scott Wagman, Glenn Willocks.

Board Counsel

Stephanie Marchman & Heather Ramos

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. She gave a special thank you to CareerSource Pinellas leadership and staff. CareerSource Pinellas was one of only three local workforce areas that maintained a Center open to the public during the health crisis offering services to customers that need us the most. Ms. Brackney received pushed back from some employees however she managed to work with the team members to ensure the provision of essential services. Ms. Brackney deserves a special thank you for her resilience, commitment and professionalism.

Action Item 1 – Approval of the Minutes – 3.18.20 Board of Directors

The minutes of the March 18, 2020 Board of Directors meeting were presented for approval. Committee Chair, Ms. Leavelle, expressed her gratitude to CareerSource Pinellas, especially Ms. Brackney and the entire team, for their work and focus on customer service during the past few months.

Motion: Jack Geller

Second: Pat Gerard

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

Action Item 2 – Training Provider Cap Adjustment

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. This contracted amount must be approved by the Workforce Solutions Committee and a two-thirds vote of a quorum of the Local Workforce Development Board (LWDB).

Staff reviewed the Training Provider Spending Cap Summary (Information Item #5) for the period of July 1, 2019 to February 29, 2020. It was determined that based on an increase in participant enrollment at St. Petersburg College (SPC), spending will exceed the approved amount of \$300,000. It was also determined that based on an increase

in participant enrollment at Ultimate Medical Academy (UMA), spending will exceed the approved amount of \$150,000.

SPC offers a variety of virtual learning options that support high-demand occupations. Enrollments into SPC training programs are currently averaging 12 per month, with an estimated training cost of \$5,000 each. To continue with current enrollment trends and with the likelihood CareerSource Pinellas will see an increased demand of dislocated worker training requests, an increased Training Provider Cap of \$650,000 is being requested.

Enrollments into UMA are currently averaging 5 per month, with an estimated cost of \$5,000 each. To continue with enrollment trends and with the likelihood CareerSource Pinellas will see an increased demand of dislocated worker training requests, an increased Training Provider Cap of \$250,000 is being requested.

Recommendation:

Approval to increase the current SPC spending cap of \$300,000 to \$650,000 and approval to increase the current UMA spending cap of \$150,000 to \$250,000 in anticipation of a continued increase in enrollment trends, new enrollments in virtual learning options, and a potential influx of dislocated worker enrollments.

Discussion: No further discussion.

Motion: Jack Geller
Second: David Fetkenher

The Board of Directors approved to increase the SPC spending cap of \$300,000 to \$650,000 and increase the UMA spending cap of \$150,000 to \$250,000. There was no further discussion. The motion carried unanimously.

Action Item 3 – 2020-2021 Related Party Contracts

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.

Recommendation:

Approval of the 2020-2021 related party contracts by a two-thirds (2/3rd) vote

A listing of related party contracts requiring two-third board approval was provided.

Note: Board Members listed must verbally abstain from the vote related to their respective organization, for the record.

1. Ultimate Medical Academy

Dr. Rebecca Sarlo declared a conflict of interest and abstained from the vote.

A two-third board approval was requested for the following contract:

- Up to \$250K for Individual Training Accounts (ITAs)

Motion: Jack Geller

Second: David Fetkenher

The Board of Directors approved the Related Party Contract with Ultimate Medical Academy. The motion carried unanimously.

2. St. Petersburg College

Andrea Henning declared a conflict of interest and abstained from the vote.

A two-third board approval was requested for the following contracts:

- Up to \$700K for Individual Training Accounts (ITAs)
- Up to \$160K for Leases
- Up to \$125K for Contracts

Motion: Pat Gerard

Second: David Fetkenher

The Board of Directors approved the Related Party Contracts with St. Petersburg College. The motion carried unanimously.

3. Pinellas County Schools

Mark Hunt declared a conflict of interest and abstained from the vote.

A two-third board approval was requested for the following contracts:

- Up to \$300K for Individual Training Accounts (ITAs)
- Up to \$130K for Leases

Motion: Pat Gerard

Second: Jack Geller

The Board of Directors approved the Related Party Contracts with Pinellas County Schools. The motion carried unanimously.

4. Florida Pipe Trades

Russell Leggette declared a conflict of interest and abstained from the vote.

A two-third board approval was requested for the following contract:

- Up to \$50K for Individual Training Accounts (ITAs)

Motion: Mark Hunt

Second: Pat Gerard

The Board of Directors approved the Related Party Contract with Florida Pipe Trades. The motion carried unanimously.

5. Pinellas Ex-Offender Re-Entry Coalition

Michael Jalazo and Zachary White declared a conflict of interest and abstained from the vote.

A two-third board approval was requested for the following contract:

- Up to \$50K for Grant Specific Training

Motion: Debbie Passerini

Second: Barclay Harless

The Board of Directors approved the Related Party Contract with Pinellas Ex-Offender Re-Entry Coalition. The motion carried unanimously.

Action Item 4 – Program Year 2019 – 2020: Budget Modification No. 2

Total budgeted revenues estimated to decrease from \$10,942,753 to \$10,820,989 for an overall decrease of \$<121,764>.

- DEO and Youthbuild related revenue and expenses are budgeted to decrease \$<852,768>.
- Other revenue estimated to increase about \$731,000.
- Other expenses estimated to increase about \$172,000.

Workforce Innovation and Opportunity Act (WIOA) Programs (Total decrease of \$<587,220>):

- Increase in WIOA Adult - \$100,000.
 - Training spending increased this fiscal year.
- Decrease in WIOA Youth - \$<559,053>.
 - Challenging enrollments. Will not be spending any funds from 2019-2021 grant until next fiscal year.
- Decrease in Career Ready – Sector Strategies IT - \$<19,000>.
 - Did not spend all grant funds.
- Decrease for Apprenticeship Expansion grant- \$<85,000>.
 - Lower than expected spending in 2019-2020; will be delayed until 2020-2021.
- Decrease for WIOA Soft Skills grant - \$<45,000>.
 - Lower than expected spending in 2019-2020; will be delayed until 2020-2021.
- Increase in WIOA Foundational Skills grant - \$20,833.
 - New grant issued from CareerSource Florida; every LWDB received same amount.

Welfare Transition:

- Increased in Welfare Transition - \$146,707.
 - Increased funding allocation from DEO.

Supplemental Nutrition Assistance Program

- Decrease in SNAP - \$<128,000>.
 - Reduced Federal funding.

Trade Adjustment Assistance

- Decrease in TAA Training - \$<120,000>.
 - Timing of spending and over-estimation of 2019-2020 expenditures.

Youthbuild Funding

- Decrease in DOL 2016 Youth build grant – \$<60,000>.
 - Did not spend all grant funds.
- Decrease in DOL 2019 Youth build grant - \$<59,255>.
 - Lower than expected spending; will be spent in 2020-2021 and 2021 and 2022

Other Revenue (Non-DEO and Youthbuild)

- Gain on Sale of Science Center - \$717,139.
 - Net Proceeds of sale over net book value of assets sold.

- Increased Interest - \$20,800.
 - Higher interest rates and higher bank balances from proceeds of sale of Science Center.
- Decreased sponsorship revenue - \$<6,000>
 - Lower career fair sponsorships

Other Expenses (Non-DEO and Youthbuild)

- Science Center Expenses budgeted to increase about \$157,000.
 - \$79,000 Commissions on sale of Science Center.
 - \$40,000 on Iguana enclosure at SPCA.
 - \$16,000 on mortgage interest and debt interest on HVAC.
 - \$11,000 on Storage costs (PODS).
 - \$10,185 rescission of beneficial interest in Science Center endowment by Community Foundation of Tampa Bay.
 - \$1,250 of Amortization costs on Mortgage.
- Other Costs - \$15,000.
 - Penalties and Disallowed Expenses (a/c 5700) - \$8,700
 - Affordable Care Act IRS fine (\$2,700)
 - Americorps Grant disallowed expenses (\$3,000)
 - Insurance Resolution with former employee (\$3,000)
 - Insurance Claims (a/c 5405) – deductible Cyber insurance claim - \$2,500.
 - Food and Beverages (a/c 5310) - \$1,500 in unrestricted.
 - Other Expenses (a/c 5700) – unused training vouchers - \$2,550.

Recommendation:

Approval of adjustments to the revenue budgets and resultant modifications to the expenditures budgets.

Discussion: No further discussion.

Motion: Mark Hunt
Second: Pat Gerard

The Board approved the adjustments to the revenue budgets and resultant modifications to the expenditures budgets. The motion carried unanimously.

Action Item 5 – Program Year 2020-2021 Planning Budget

Career Source Pinellas has received planning allocations from the State of Florida and is anticipating a decrease in overall funding as compared to the prior year. The budgeted revenue has decreased from the budget of \$10,433,031 in 2019-2020 to a projected budget of \$9,859,371, an overall decrease of \$<573,660> or <5.5>%.

Most of the revenue/expenditure reductions are related to lower WIOA funding, lower SNAP funding and timing of spending for grants that overlap multiple fiscal years. As we discussed in previous meetings, the reduction of WIOA funding is not completely unexpected - these resources are based on a formula that includes previous local economic conditions, such as the unemployment rate. This formula-based funding often lags behind current funding needs, especially when there is a sudden impact to local economic conditions. We are currently experiencing this reality. In February 2020, the unemployment rate was hovering around 2 percent. The current health crisis is expected to drive the local unemployment rate to exceed the highest levels recorded in recent history. Both the health crisis and reduction of funding will impact CareerSource Pinellas services and staffing as we move forward.

CareerSource Pinellas will be required to quickly pivot to ensure services are offered in a manner that meets the needs of our customers. This pivot will require an adjustment to the current business model. The current business model offers a low digital presence through open resource centers, group workshops and career counseling

meetings 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 a digital platform.

Within the last few months, CareerSource Pinellas has made great strides in a digital transformation through the implementation of telework, email/telephone and virtual platform options.

“Safer at Home”: As of today, approximately 50 percent of team members are teleworking. Telework has allowed CareerSource Pinellas to continue to provide services while following “safer at home” mandates. As traffic decreased in the career center, the majority of Specialists were re-deployed to assist with the reemployment application process by answering phones, responding to email and distributing/collecting paper applications. A few team members continue to offer limited-access, appointment-only services at the South County Center to a minimal number of walk-in customers who need us most.

Case Management: Case management has successfully transitioned to remote and virtual platforms shifting in-person meetings to a face-to-face via technology model.

Workshops: Workshops have successfully transitioned to a virtual platform. Through a partnership with SPC, these workshops are customized by SPC instructors offering an interactive opportunity for learning and discussion.

To meet the demands of these new realities, CareerSource Pinellas must embrace the digital transformation; ramp up to meet the need for targeted service delivery and explore new partnership opportunities.

As customer expectations shift to a more virtual experience, we are taking steps to ensure CareerSource Pinellas will be ready with a new and innovative normal with services offered both in person and virtually. Due to the fluidity of the situation before us, the budget is based on the best information we have available to us today. At this time, due to the realities of the pandemic, the need for digital transformation and the decrease in funding allocations, the current budget anticipates a potential impact to 5-10 positions. This is a difficult reality, especially since we've made deliberate efforts to keep this team together. To minimize the impact, we will put a hold on all new hiring, except for a few mission critical lead positions, and we will explore other funding opportunities.

Attachments:

1. FY 20 Budgeted Revenues
2. FY 20 Budget Preparation – Revenue Variances from Prior Year
3. FY 20 CareerSource Pinellas Planning Budget
4. FY 20 Expenditure Report

Recommendation:

Approval of the planning budget effective July 1, 2020 and subsequently provide to the Pinellas Board of County Commissioners for their approval. Final submission will be provided to the Florida DEO and CareerSource Florida.

Discussion: Ms. Brackney is expecting a change in CareerSource Pinellas' current business model as the organization moves forward to the next program year. To meet the deans of the new realities, CareerSource must embrace the digital transformation; explore innovative partnership opportunities; ramp up to meet the needs for targeted service delivery and understand the impact to staff as we continue move forward. Committee Chair, Ms. Leavelle, asked if there is a rule of thumb used in workforce boards as to how much should be personnel related. Jennifer stated that most of our personnel provide direct services to our customers. The goal is to keep the costs associated with administrative services at or below the negotiated indirect cost rate of 15.2 percent in order to provide more direct services to our customers. Commissioner Gerard added that compared to other non-profit service organizations which have much higher administrative costs, CareerSource Pinellas is doing well. Mr. Meidel asked Mr. Meier, in anticipation of payment to USDOL, what resources are in reserve from the Science Center and if there are restrictions on other revenue or is that an option to use for repayment. Mr. Meier explained

that the unrestricted revenue could potentially be utilized to satisfy requirements related to the compliance review. As requested by the Board of Directors, the funds from the Science Center are in reserve.

Motion: Pat Gerard
Second: Mark Hunt

The Board of Directors approved the planning budget effective July 1, 2020 and subsequently provide to the Pinellas Board of County Commissioners for their approval. Final submission will be provided to the Florida DEO and CareerSource Florida. The motion carried unanimously.

Action Item 6 – 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 on 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.

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. The salary ranges, including those at minimum, mid-point and maximum, were approved by the Board of Directors at the June 5, 2019 meeting as part of the Comprehensive Salary Review.

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

Recommendation

Approval for a performance merit increase of 0% to 5% of base salary determined by the individual’s overall rating on his/her annual performance evaluation. For any staff that reaches the maximum pay range, they would receive a one-time lump sum performance evaluation stipend from 0% to 5% of the employee’s base salary determined by the individual’s overall rating on his/her annual performance evaluation. The results of the performance evaluation will be awarded for the program year ending in June 2020.

Discussion: **Committee Chair, Ms. Leavelle, asked to make a change to the motion to read as follows:**

Approval for a performance merit increase of 0% to 5% of base salary determined by the individual’s overall rating on his/her annual performance evaluation. For any staff that reaches the maximum pay range, they would be eligible for receive a one-time lump sum performance evaluation stipend from 0% to 5% of the employee’s base salary determined by the individual’s overall rating on his/her annual performance evaluation. The results of the performance evaluation will be awarded for the program year ending in June 2020.

Motion: Jack Geller
Second: David Fetkenher

The Board of Directors approved a performance merit increase of 0% to 5% of base salary determined by the individual's overall rating on his/her annual performance evaluation. For any staff that reaches the maximum pay range, they would be eligible for a one-time lump sum performance evaluation stipend from 0% to 5% of the employee's base salary determined by the individual's overall rating on his/her annual performance evaluation. The results of the performance evaluation will be awarded for the program year ending in June 2020. The motion carried unanimously.

Action Item 7 – Board of Directors Reappointment Recommendation

The Board members listed below have terms which are expiring on 6/30/2020. If re-appointed, they will serve an additional two-year term period, effective July 1, 2020 through June 30, 2022.

Representation	Name	Term Ends	Reappoint?
Business	Vivian Amadeo	6/30/2020	NO
Business	William Apple	6/30/2020	NO
Workforce	Jody Armstrong	6/30/2020	Yes
Business	James England	6/30/2020	NO
GRO-Public Assistance	Celeste Fernandez	6/30/2020	Yes
Business	David Fetkenher	6/30/2020	Yes
OS Partner-ETPA	Mark Hunt	6/30/2020	Yes
WOJ and JATC	Russell Leggette	6/30/2020	Yes
Business	Kay McKenzie	6/30/2020	Yes
ETPA	Rebecca Sarlo	6/30/2020	Yes
Business	Amy Van Ness	6/30/2020	Yes
Business	Scott Wagman	6/30/2020	NO
Workforce	Kenneth Williams	6/30/2020	Yes
Business	Glenn Willocks	6/30/2020	Yes

The office of the CEO contacted those board members whose term expire on June 30, 2020 to ask whether he/she intends to seek reappointment. All members, with the exception of four individuals, are being presented for reappointment.

RECOMMENDATION

Approval of those directors whose term will expire on June 30, 2020 – with the exception of Vivian Amadeo, William Apple, James England and Scott Wagman— to be reappointed for an additional two-year term period, effective July 1, 2020 through June 30, 2022. Upon approval from the Board of Directors, this recommendation will be forwarded to the appointing authority, the Pinellas County Board of County Commissioners.

Discussion: No further discussion.

Motion: Mark Hunt

Second: Debbie Passerini

The Board of Directors approved those directors whose term will expire on June 30, 2020 – at the exception of Vivian Amadeo, William Apple, James England and Scott Wagman— to be reappointed for an additional two-year term period, effective July 1, 2020 through June 30, 2022. The motion carried unanimously.

Action Item 8 - 2020 – 2021 Board Officers Recommendations

WorkNet Pinellas, Inc.dba CareerSource Pinellas Bylaws, Article V, Sections 1 and 3 states:

SECTION 1 – Election of Officers

The Chair, Chair Elect, Treasurer, and Secretary of the CareerSource Pinellas Board shall be elected as follows:

- A. The slate of Officers shall be recommended to the CareerSource Pinellas Board of Directors by the Ad-Hoc Nominating Committee and selected based upon a majority vote of the quorum present at the annual meeting at which the slate is presented.
- B. The annual meeting at which the slate of Officers shall be elected shall take place in June or on a date as otherwise set by the Board, and the Officers shall take office in July.
- C. The CareerSource Pinellas Chair, Chair Elect and Treasurer shall be selected from among the representatives of the private sector Board members.

SECTION 3 – Terms of Office

The term of office for the Chair, Chair Elect, Secretary and Treasurer of CareerSource Pinellas shall be for one (1) year, from July 1 through June 30.

CareerSource Pinellas Officers may serve two consecutive terms of one year each in the same office, if re-elected, provided that the time in office does not exceed the limits of their term of membership on the Board. After two consecutive terms, the Officer shall then step down from their position for a minimum of one year, although they may continue to serve as CareerSource Pinellas Board members, or in other offices.

The Vice Chair is not subject to the Officer term limits specified herein.

Officers	2019 – 2020 Board Officers	2020 – 2021 Nominees
Chair	Karla Leavelle	Barclay Harless
Chair-Elect	Barclay Harless	Michael Logal
Treasurer	David Fetkenher*	Rebecca Sarlo
Secretary	Michael Meidel*	Sheryl Sheppard

**indicates the officer has served 2 consecutive terms in the same office.*

RECOMMENDATION

Approval of the 2020 – 2021 Board Officers nominees.

Discussion: Committee Chair, Ms. Leavelle, highly recommended Barclay Harless as Chair. Jack Geller confirmed that as Karla Leavelle will take the position as Past-Chair, he will still be part of the Board. Ms. Leavelle also thanked David Fetkenher and Michael Meidel for the contributions they have made to the Board. They have helped with the stability and credibility of the Board. She also expressed her appreciation for Michael Logal, Rebecca Sarlo and Sheryl Sheppard for stepping up to take on their new roles.

Motion: Jack Geller

Second: Pat Gerard

The Board of Directors approved the 2020-2021 Board Officers nominees. The motion carried unanimously.

Action Item 9 – RFP-Workforce Services

As we continue to move forward, CareerSource Pinellas will be required to quickly pivot to ensure services are offered in a manner that meets the needs of our customers that will require an adjustment to the current business model. The current business model offers a low digital presence 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 continue to transition to remote and digital platforms. CareerSource Pinellas has made some strides in this digital transformation through the implementation of telework, remote and virtual platform options. However, there is still work to do. As customer expectations shift to a more virtual experience, we are taking steps to ensure CareerSource Pinellas is ready with innovated career and business services offered both in person and virtually.

This vision is the foundation of the workforce services being solicited through this Request for Proposal (RFP) as WorkNet Pinellas, Inc., dba CareerSource Pinellas (CSP) strives to ensure quality services are delivered in the most efficient and effective way possible, through full integration and coordination of One-Stop Career Center partners and resources that support seamless service delivery both in-person and a virtual platform.

CSPIN will solicit proposals from qualified and experienced individuals; management teams; nonprofits; for profits; employment agencies; educational institutions; business/economic development associations; governmental or other eligible entities for the two distinct components and related to the workforce services: Career Services and Business Services.

I. Career Services - Virtual Workshops

Contract for services for professionally conducted workshops to be provided on an easily accessible virtual platform. Workshops will be for any Employ Florida registered individual and will include skills, tips, advice, and best practice workforce services targeted to all skill and education level job seekers.

Similar to professional recruitment company services, the workshop topics will provide virtual assistance to individuals in their search for a successful, self-directed employment search, while meeting the needs of Pinellas County employers. The workshops will include, but not be limited to:

- Assessment of current skills and interests;
- How to build a road map to reach your goals;
- Resume and cover letter preparation;
- Successful interviewing;
- Labor Market Information;
- Orientation to workforce and other support services and resources; and
- Using Employ Florida, LinkedIn, and other social media for work and career

Workshops will be conducted live and will be recorded and accessible. Attendance will be tracked for both. Content will be continuously updated and relevant to audience and current events (ex. social distancing, virtual platforms, current labor market, etc.) Each workshop will include an assessment of skills learned, presentation materials, and a satisfaction survey. Regular reports will be sent with attendance, assessment, and customer satisfaction. Materials will be made available to workshop participants.

II. Business Services – Virtual Connections

Contract for services for professionally conducted business services to be provided on an easily accessible virtual platform. These virtual services will be for any Employ Florida registered individual and will include opportunities for connecting employers with job seekers at all skill and education levels.

Similar to professional recruitment company services, the business services will provide virtual assistance to individuals in their search for a successful, self-directed employment search, while meeting the needs of Pinellas County employers.

The services will include, but not be limited to:

- Outreach to area businesses;
- Coordinating job fairs and hiring events;
- Providing job matching services for businesses;
- Screening and referring qualified individuals to job openings;
- Providing follow-up services to businesses;
- Conducting job matching and job candidate screening and referral;
- Utilizing specialized screening tools;
- Identifying emerging hiring trends;
- Utilizing the Employ Florida and other venues to connect businesses and job seekers.

Activities will be conducted in a virtual platform, as applicable. Business services will help guide job seekers toward sustainable career pathways that promote self-sufficiency and upward mobility. Regular reports will be sent to ensure performance goals relating to obtained and direct placement are met.

Recommendation:

Approval of the issuance of an RFP for the provision of Workforce Services Services.

Discussion: Mr. Meidel asked if there is any indication from DEO that we will receive additional funding. Ms. Brackney explained that there may be targeted funds that will be available such as DWG Grant that provides services to individuals that that have been impacted by the Coronavirus. As far as WIOA Formula Funding, based on past experience, she would not expect additional funds from WIOA. It is inherent with formula funding that funds available often lag behind current economic conditions, especially when economic conditions change suddenly.

Ms. Passerini asked if there is a dollar amount associated with these RFPs and if we could use any national providers like Indeed. Ms. Brackney stated that national providers like Indeed are utilized as part of the career services. Employ Florida is the primary job matching system supported by DEO and is the basis for many of our performance measures. As we move forward, we are researching options for more enhanced opportunities for connecting job seekers and employers. Mr. Barclay asked Ms. Brackney if what we are thinking about for enhanced job seeker options is cutting edge? Ms. Brackney explained that the virtual workshops are fairly standard across other LWDBs. She explained further, that the ideas related to connecting job seekers with employers could definitely be considered cutting edge. We are looking for is a way to continue the traditional placement in the resource center and then providing an additional layer of more enhanced services for connecting job seekers in an expedient manner, especially in an effort to proactively plan for an influx of job seekers. There will potentially be a focus group scheduled to discuss this concept. She may also be reaching out to a few key board members to join in on this discussion.

Motion: Jack Geller

Second: Pat Gerard

The Board of Directors approved the issuance of an RFP for the provision of Career and Business Services. The motion carried unanimously.

Action Item 10 – MOU Renewal – Pinellas County Schools

The *Workforce Innovation and Opportunity Act (WIOA)* requires each Local Workforce Development Board (LWDB) to develop and submit, in partnership with the local chief elected official, a comprehensive four-year plan to the State. The plan is effective July 1, 2020 – June 30, 2024.

At the March 18, 2020, LWDB meeting, the Local Workforce Development Plan was approved along with the MOUs. The term is effective upon the receipt of all signatures through the effective date and may be renewed for successive one-year terms upon written concurrence between the parties.

Because of the timing of the MOU process, the MOU with the Pinellas County School District term expires on 6/30/2020. At this time, we would like to renew the MOU with Pinellas County Schools through 6/30/2021 to align with the other MOUs included in the Local Workforce Development Plan.

Upon approval by the Board of Directors, the MOU will be forwarded to the Pinellas Board of County Commissioners for approval.

RECOMMENDATION:

Approval of the renewal of the MOU with Pinellas County Schools through 6/30/2021.

Discussion: Mark Hunt declared a conflict of interest and abstained from voting.

Motion: Pat Gerad
Second: David Fetkenher

The Board of Directors approved the renewal of the MOU with Pinellas County Schools through 6/30/2021. The motion carried unanimously.

Board Counsel Update – Stephanie Marchman, Gray|Robinson

Ms. Marchman updated the Board members on what she has been assisting Ms. Brackney with.

COVID Update: There have been several meetings related to COVID-19. She has assisted with needed changes to the organization, including telework, complying with CDC guidelines and Pinellas County and the Governor's Safer at Home notices. In addition, there have been several employee and/or customer concerns to navigate.

Litigation Update: There is one federal case involving FMLA/Whistleblower claim. Trenam Law is outside counsel for that case. The Plaintiff counsel has signed a settlement agreement and covered by CSPIN's carrier.

Contracts: An agreement with Foster Care was reviewed. Also, the team reviewed the DEO Grantee Subgrantee Agreement that will be discussed in more detail later in the agenda.

Mr. Geller asked a question regarding the USDOL Compliance Review and ongoing investigations. Ms. Marchman indicated that CareerSource Pinellas has been contacted in reference to the ongoing investigation. As far as the USDOL Compliance Review, Ms. Brackney stated that she had planned to discuss this during an upcoming information item. CareerSource Pinellas was contacted by the Florida Department of Economic Opportunity on May 19, 2020 to discuss a request from USDOL. USDOL is moving forward with their continued review of the compliance report. USDOL asked DEO to conduct a 100 percent review of OJT and support services from Program Year 2016-2017. This is the next step in the process to resolving the situation. Committee Chair, Ms. Leavelle, pointed out that this is exactly what we wanted to happen and will allow for Pinellas and Hillsborough to go through the same evaluation. Ms. Brackney indicated CareerSource Pinellas will continue to comply fully.

Presentation Presented:

- ❖ Department of Economic Opportunity-CareerSource Pinellas 2018-2019 Annual Performance Presentation, Daniel Harper.

Other Administrative Matters – No Administrative Matters

Information Items

Information Item 1 – April Torregiante

DEO Daily Governor's Report-Local Tracking for Program Year 2019-2020 and 2018-2019

CareerSource Pinellas				
PY 19/20	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 18/19	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	8,928	151.17%	7.1	136,328

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.

Information Item 2: Performance Dashboard – Michelle Moeller

Active			PY 19-20 Totals			
Adult 786	OST 568	OJT 0	Employers Served 1197		Individuals Served 23,942	
DW 507	Apprenticeship 166		Returning Employers 649	Returning % 54.22%	Staff Assisted 8,301	Self Assisted 15,641
Youth 381	Work Experience 0		Direct Placements 65	Job Orders 8779	Individuals Employed 3,576	WP Average Wage \$12.93
WIOA AD			WIOA DW		WIOA Youth	
Adult EE 172	Adult Non-EE 0		DW EE 127	DW Non-EE 2	Youth Closed Positive 106	Youth Closed Non-Positive 2
Adult EE Rate 100 %			DW EE Rate 98 %		Youth PO Rate 98 %	
Adult Average Wage \$21.96	Adult Median Wage \$24.00		DW Average Wage \$27.77	DW Median Wage \$22.12	Youth Average Wage \$11.97	Youth Median Wage \$11.00

Source: Employ Florida/OSST

as of 04/30/2020

Information Item 3: Financial Reports through March 31, 2020 – Steve Meier

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 3/31/20, Pooled Cost Expenditure Report for PE 3/31/20, Grants Status Report.

Indirect Cost Rate

CareerSource Pinellas received notification from the DOL on March 25, 2020, that the organization’s Final Indirect Cost rate for 2018-2019 of 16.49% was approved. In addition, the DOL approved the provisional rate for 2019-2020 of 15.35%.

Subrecipient Monitoring

Subrecipient Monitoring: Activities undertaken to review the financial status and management controls of a subrecipient in order to mitigate the risk of doing business with a subrecipient and to ensure that a subaward is used for authorized purposes in compliance with the terms and conditions of the subaward. Subrecipient monitoring is required by federal regulation as outlined in 2 CFR §200.331.

CareerSource Pinellas had three subrecipients that were required to be monitored for 2019-2020:

- Pinellas Education Foundation – Youth Connect grant for youth services
- Junior Achievement of Tampa Bay, Inc. – Summer STEM program
- Kaiser Group, Inc. dba Dynamic Workforce Solutions – One-Stop Operator

Monitoring procedures were performed during February and March 2020 by Triscia Catalano, Accounting Coordinator, and Steven Meier, Chief Financial Officer. Final reports were all issued by March 31, 2020; within the nine-months after completion of the contract as required by the Federal regulations.

Observations:

Pinellas Education Foundation

- PEF's invoices or final invoice for the contract period did not include a certification as required per 2 CFR 200.415.
- Two timesheets that did not contain either the employee's signature or supervisor's signature.
- One mileage reimbursement form did not contain signature of employee and supervisor's signature.

Junior Achievement of Tampa Bay, Inc.

- Junior Achievement's invoice for the contract period did not include a certification as required per 2 CFR 200.415.
- Junior Achievement does not appear to be registered on the System for Award Management (SAM).
- Junior Achievement's invoice contained errors resulting in under billing of \$701.54.

Kaiser Group, Inc. dba Dynamic Workforce Solutions

- The actual profit recognized by Dynamic appears excessive based upon the invoiced amount of \$34,166.64 for the period November 1, 2018 through June 30, 2019.
 - Subsequent negotiations resulted in a refund of \$5,400 to CareerSource Pinellas.
- Dynamic's invoices or final invoice for the contract period did not include a certification as required per 2 CFR 200.415.

Abila Computer Disruption

CareerSource Pinellas utilizes Abila's MIP Fund Accounting for its accounting software and Microix for its customer budgeting and vouchering software. These software packages are integrated and are hosted by Abila in a single-tenant cloud environment.

On or about Tuesday, March 24, 2020, Abila's single-tenant cloud environment was hit with a ransomware cyber-attack. As a result, Abila took all of the servers in the single-tenant environment offline. Through discussions with Abila personnel and other workforce board personnel throughout Florida, this impacted hundreds of customers. Abila notified the FBI and hired forensic IT professionals to conduct a review and testing. Abila assured CareerSource Pinellas personnel that our data was not compromised, lost or exfiltrated.

CareerSource Pinellas was without MIP Fund Accounting and Microix access until Monday, April 6, 2020, when access was given to MIP Fund Accounting software on a temporary basis via Amazon Web Service. Accounting personnel performed a review and it appears that no data was lost.

Through continued discussions with Abila management, we negotiated migration of our data to Abila's multi-tenant cloud environment which was not impacted by the cyberattack. Coordinating with Abila while completing month-end reporting to the State, a successful migration of our MIP Fund Accounting and Microix databases to Abila's multi-tenant environment occurred on Wednesday evening, April 15, 2020.

Effective, Thursday, April 16, 2020, all MIP Fund Accounting and Microix users were back up and functioning.

Information Item 4: Contract Renewals – Steve Meier

The below listed companies are currently under contract to provide a variety of value-added services for important business activities.

The following contracts allow for annual renewal based on their original approval. In 2020, the below will be renewed. Company	Type of Services	Current Amounts
Alert 360	Alarm	\$402
Anago	Cleaning Services	\$32,500
CTS	IT Services*	\$278,903
Dynamic Workforce Solutions	One-Stop Operator*	\$47,500
EMSI	Labor Market Information	\$12,000
ERISS-SARA	Customer Outcome Tracking	\$46,500

TALX/Carahsoft	Employment / Income Data Verification	\$25,000
Pinellas Education Foundation	Youth Services	\$500,000
Powell & Jones	Audit, Tax Services	\$31,000

*These are current contract amounts – final negotiations pending for PY’20.

The leases at the two full services centers (Gulf to Bay and South County), satellite office (Tarpon Springs) and administrative offices (EpiCenter) will be reviewed and renewed for PY 2020-2021.

Company	Type of Services	Current Amounts
DEO	Lease (Gulf to Bay)	\$25,524
PTC	Lease (South County)	\$124,031
St. Petersburg College	Lease (EpiCenter)	\$115,882
St. Petersburg College	Lease (Tarpon Springs)	\$913

*These are current lease amounts – final negotiations pending for PY’20.

HUB, the insurance broker, is researching and reviewing insurance coverage options for renewal for PY 2020-2021.

Information Item 5: RFQ 20-0422 Strategic Public Relations Outreach and Communication Services – René Davisson

A Request for Quotes (RFQ) was issued on April 22, 2020 with the purpose of eliciting responses from full-service marketing and public relations firms capable of contracting with CareerSource Pinellas to provide strategic, comprehensive advertising outreach and public information services.

The purpose of this contractual relationship is to facilitate increased public awareness of workforce system services and resources, provide public and media relations services and support, as well as provide advice on media outreach efforts and manage consulting activities to make a business case to achieve business objectives, recommend a plan for building in-house capacity and assist in the development of an annual communications plan.

CareerSource Pinellas seeks to establish this contract with the possibility of three annual renewals and the contract period will be determined by CareerSource Pinellas. As part of a capacity building plan, it is expected that the level of services will taper after the first several months.

This RFQ was generated in conjunction with identification by the Board and the strategic planning process of the need for a more comprehensive and robust Marketing/Outreach plan, as well as to proactively identify the requirements needed for effective communications to be responsive during these unprecedented times.

The RFQ was publically posted on the CareerSource Pinellas website and forwarded to firms on the vendor list or as requested. Four submissions were received:

- 1) Judge Public Relations, LLC
- 2) Moore Agency
- 3) Tucker Hall, Inc.
- 4) Blue Whale Public Relations

Based on a review of the proposals, budget and interviews, Tucker Hall, Inc. has been selected to begin contract negotiations. The estimated cost of the contract will not exceed \$40,000 per year.

Information Item 6 – Grantee-SubGrantee Agreement – Jennifer Brackney

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 an unrealistic expectation. 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. The attached letter outlines CSP's position regarding the timing of a new funding agreement and also encloses CSP's comments, questions and proposed revisions to the draft agreement 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.

Based on the timeline, the CareerSource Pinellas may consider scheduling a LWDB Special Meeting in June to review the Grantee Subgrantee Agreement.

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	April 13, 2020	Beginning	-
Submit comments/questions to: LWDBContracts@deo.myflorida.com		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	-

Heather Ramos presented the details of the comments that were sent back in response to the changes in the Subgrantee Agreement. A cover letter was submitted asking for more time and if we can continue under the 2012 agreement for now. About 40 comments were submitted. Heather is hopeful that DEO will negotiate a more favorable agreement and the dates will get moved out. She is expecting a lot of changes from DEO.

Leavelle recommended every Board Member to read what was submitted in the packet. There may be the need for a special Board meeting based on the responses. This contract will govern how the Board is expected to operate.

Information Item 7 – Board & Committee 2020-2021 Draft Calendar – Jennifer Brackney

A schedule of upcoming meetings was provided within the agenda packet. This item will be updated on the website, in accordance to Sunshine Law open meeting notices.

Information Item 8 – Review Updates – Jennifer Brackney

DEO Programmatic Monitoring/July 1, 2016-May 31, 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.

One-Stop Operator (OSO) 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.

Discussion: Committee Chair, Ms. Leavelle pointed out that CareerSource Pinellas pays for this 3rd party internal monitoring. As a matter of continuous improvement, Ms. Leavelle believes that the internal monitoring representative should report to the Executive or Audit Committee similar to the way the annual audit is presented to the Audit Committee.

DEO Financial Compliance Monitoring

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 onsite PY'19 Financial Compliance Monitoring Review is scheduled for May 2020 for the period of 4/1/2019 through 3/31/2020.

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.

Information Item 9 – Program vs. Expenditure Report – Jennifer Brackney

A power point presentation was presented for the Program vs Expenditure Report from July through March 2020.

	Workforce Innovation and Opportunity Act		Welfare Transition Program		Trade Adjustment Assistance	
Participants Served	1,499		922		58	
	Total	\$/Participant	Total	\$/Participant	Total	\$/Participant
Personnel Costs (CSpin)	\$ 486,585	\$ 324.61	\$ 981,912	\$ 1,064.98	\$ 4,695	\$ 80.95
Personnel Costs (DEO)	-	-	-	-	63,807	1,100.12
Service Provider	334,974	223.46	5,346	5.80	-	-
Training and Supportive Service Cos	2,087,617	1,392.67	163,578	177.42	76,264	1,314.90
Other Direct Costs	27,958	18.65	18,829	20.42	14	0.24
Pooled Costs	1,044,264	696.64	550,829	597.43	27,161	468.29
TOTAL	\$ 3,981,398	\$ 2,656.04	\$ 1,720,494	\$ 1,866.05	\$ 171,941	\$ 2,964.50

	Supplemental Nutrition Assistance Program		Employment Services		Total	
Participants Served	1,843		15,895		20,217	
	Total	\$/Participant	Total	\$/Participant	Total	\$/Participant
Personnel Costs (CSpin)	\$ 150,978	\$ 81.92	\$ 152,847	\$ 9.62	\$ 1,777,017	\$ 87.90
Personnel Costs (DEO)	-	-	456,224	28.70	\$ 520,031	25.72
Service Provider	-	-	-	-	\$ 340,320	16.83
Training and Supportive Service Cos	4,595	2.49	1,713	0.11	\$ 2,333,767	115.44
Other Direct Costs	1,638	0.89	9,269	0.58	\$ 57,708	2.85
Pooled Costs	117,075	63.52	680,612	42.82	\$ 2,419,941	119.70
TOTAL	\$ 274,286	\$ 148.83	\$ 1,300,665	\$ 81.83	\$ 7,448,784	\$ 368.44

Workforce Innovation and Opportunity Act					Welfare Transition Program		Trade Adjustment Assistance	
PINELLAS	AD	DW	Youth	Total	PINELLAS		PINELLAS	
Number Served	663	466	370	1,499	Number Served	922	Number Served	58
Placements	172	127	108	407	Placements	289	Placements	4
Average Wage	\$22.03	\$27.21	\$11.79	\$22.53	Average Wage	\$11.83	Average Wage	\$17.75

Supplemental Nutrition Assistance Program		Employment Services				
PINELLAS		PINELLAS	RESEA	VETS	Employment Services	Total
Number Served	1,843	Number Served	2,027	1,043	15,895	18,965
Placements	236	Placements	1067	230	1,138	2,435
Average Wage	\$11.72	Average Wage	\$14.37	\$16.74	\$11.58	\$13.29

Pinellas	One Stop Center Traffic	Pinellas	Website Traffic	Pinellas	Employer Services
Number of Visitors	14,437	Total # of Visits	75,427	Employers Served	1,157
Number of Visits	48,592	Returning	24.2%	Job Orders Posted	8,902
		New	75.8%	Referrals to Job Orders	10,119

CEO Presentation:

❖ **CareerSource Pinellas Program Year in Review (PY 2018-2019)**

Ms. Brackney presented the 2018-2019 Program Year in Review that included the following: One-Stop Center Traffic, Website Traffic, MMR: WP Placement of Job Seekers, MMR: WP Placement Comparison, Gov. Job Placements Report, WIOA: Adult & Youth, WIOA: Dislocated Worker, WIOA Outcomes in Comparison to Statewide, Veteran Program, Disabled Individuals, Welfare Transition, SNAP, On-the-Job Training, Employed Worker Training, Employer Services and a Financial Summary.

Committee Meetings

1. Audit Committee (Meier)

The Audit Committee did not meet since the last Board meeting.

2. One-Stop Committee (Moeller)

The One-Stop Committee met on April 23, 2020. The minutes from the previous meeting was the only action item presented. The Committee reviewed the One Stop Goals for 2019-2020. Updates were also provided regarding the Status of Enrollments, ranking via Monthly Management Reports, Florida Workforce Measures, Center Traffic and Website/Social Media Traffic. All Programs Monitoring Schedules were provided along with an updated summary of work completed under the One Stop Operator Contract. A Customer Services Update was also presented explaining our operating procedures related to the COVID-19 pandemic.

The next One Stop Committee Meeting is TBD.

Public Comments: None

Open Discussion: Mr. Meidel thanked Ms. Brackney for her leadership and extended appreciation to both Ms. Brackney and Mr. Meier for the updated financial formats, dashboards information and program reports. As a Board member, he feels more confident that the Board is receiving all the data they need to make decisions and monitor results. He also appreciates that the BCC meetings are included on the committee calendar. Ms. Leavelle concurred. She further stated that she believes they are doing marvelous work.

Adjournment: The meeting was adjourned at 2:00 p.m.

DRAFT