

**CareerSource Pinellas
Compensation Committee Minutes**

Date: August 6, 2020 – 11:00 am

Location: *Virtual Zoom Meeting

Call to Order

Chair Candida Duff called the meeting to order at 11:06 a.m. There was a quorum with the following members participating.

Committee Members in attendance

Candida Duff, Jack Geller, Barclay Harless, Kay McKenzie, Debbie Passerini, Amy Van Ness, Michele Mathews.

Committee Members absent

Michael Logal

Staff Present

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

Action Item 1 – Approval of Minutes

The minutes of the May 12, 2020 Compensation Committee meeting were presented for approval.

Motion:	Barclay Harless
Second:	Jack Geller

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

Action Item 2 – Employee Onboarding Checklist

On November 20, 2019, the Board of Directors approved the Employee Onboarding Checklist due to the request of the Compliance Review of USDOL/DEO.

In an effort to continue to improve and streamline the processes for all new hires, the Employee Onboarding Checklist has been revised.

The revised Employee Onboarding Checklist was included in the packet for review.

Recommendation

Approval of the CareerSource Pinellas 2020 Employee Onboarding Checklist.

Discussion: No further discussion

Motion:	Jack Geller
Second:	Barclay Harless

The Compensation Committee made a motion to approve the CareerSource Pinellas 2020 Employee Onboarding Checklist. The motion carried unanimously.

Action Item 3 – Schedule of Operations

As part of the Grantee-Subgrantee Agreement, DEO requires the Board adopt a schedule of operations for the upcoming state fiscal year.

“Such schedule of operations shall include, but is not limited to, daily hours of operation of one-stop operators, and a holiday closure schedule which adopts either the federal, state, or appropriate county

holiday schedule. If the Board has a career center that is affiliated with a college or university, the college or university schedule may be adopted for those centers.”

The proposed schedule must be posted on the website and the Board must approve any deviations from the schedule, except in emergency or reasonably unforeseeable circumstances.

The schedule of operations was included in the packet for review and consideration.

Recommendation

Approval of the CareerSource Pinellas Schedule of Operations.

Discussion: No further discussion.

Motion:	Debbie Passerini
Second:	Jack Geller

The Compensation Committee made a motion to approve the CareerSource Pinellas Schedule of Operations. The motion carried unanimously.

Action Item 4 – Conflict of Interest Disclosure Policy

On May 17, 2017, the CareerSource Florida Board of Directors approved the “Conflict of Interest Disclosure Policy” (see *attached*). This policy promotes an ethical and transparent structure within the public-private corporation. Board members are expected to safeguard their ability to make objective, fair and impartial decisions. Board members may not accept benefits when it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision, or to reward a past decision. Board members will not use the powers and resources of CareerSource for personal benefit or for the benefit of immediate family members.

As part of the Grantee-Subgrantee Agreement between CareerSource Pinellas and the Florida Department of Economic Opportunity, the Board of *Directors* “will adopt and abide by a conflict of interest policy that ensures compliance with state and federal law and applicable State Board and DEO policies. The Board will make reasonable modifications to the policy if requested by DEO. The Board must ensure that adequate firewalls are in place to prevent actual or perceived conflicts of interest, poor internal controls, or the appearance of impropriety.”

To align with the requirements of the Grantee-Subgrantee Agreement, we recommend adopting the CareerSource Florida Conflict of Interest Disclosure Policy.

Once approved by the CareerSource Pinellas Board of Directors, all board members shall sign the Conflict of Interest Disclosure Acknowledgement for this policy.

Recommendation

Approval of the CareerSource Florida Conflict of Interest Disclosure Policy for LWDB 14.

Discussion: No further discussion.

Motion:	Jack Geller
Second:	Debbie Passerini

The Compensation Committee made a motion to approve the CareerSource Florida Conflict of Interest Disclosure Policy for LWDB 14. The motion carried unanimously.

Information Item 1 – Compensation Summary Report

On November 14, 2019, the Compensation Committee requested a periodic compensation summary report.

As of August 6, 2020, there is a total of 53 current CareerSource Pinellas employees. Since the last compensation summary, five staff have left CareerSource Pinellas, including one Business Services Account Executive, one Specialist, one Instructor, and two Directors. Additionally, a new Coordinator was hired.

The pay range summary represents each position by Job Title listed by maximum, mid-point or minimum salary, with percentage to total staff for each pay range.

The current average pay is \$52,547.

Job Title Family	Grade Level	No of Employees at maximum	No of Employees at mid-point	No of Employees at min salary	Min Salary	Mid Salary	Max Salary
Technicians	102		3	2	\$33,580	\$38,640	\$43,700
Instructor	103			2	\$36,500	\$42,000	\$47,500
Specialist	103			15	\$36,500	\$42,000	\$47,500
Career Counselor	104		2	11	\$39,420	\$45,360	\$51,300
Disability Navigator	104		1	0	\$39,420	\$45,360	\$51,300
Instructor, Trades	105			1	\$42,574	\$48,989	\$55,404
Business Account Executive	105			1	\$42,574	\$48,989	\$55,404
Lead	105		2	1	\$42,574	\$48,989	\$55,404
Coordinator	206		1	4	\$45,979	\$52,908	\$59,836
Supervisor	208			1	\$53,630	\$64,356	\$75,083
HR Business Partner	210			1	\$62,555	\$75,065	\$87,576
Director	214			3	\$82,943	\$103,841	\$124,741
CFO	219			1	\$121,870	\$158,431	\$194,992
CEO	221			1	\$142,149	\$184,794	\$227,438
Total Staff		0	9	44	Grade	Exemption	
Percent to total staff		0%	17%	83%	100s	Non-Exempt	
					200s	Exempt	

Information Item 2 – Annual Performance Evaluation

Annually, the Board of Directors approves annual performance evaluations to be completed for each staff on a program year basis, from July 1 to June 30.

In previous years, CareerSource Pinellas utilized a rating scale outlining three levels of performance; exceeds, meets and below standard. In an effort to better align with DEO’s evaluation process, and to provide more effective and expanded review options, the recommendation is to move to a five-level performance rating scale: exceptional, successful, meeting, developing and not meeting.

The draft PY 2020-2021 Performance Evaluation Form was included for review.

**Jack Geller made a motion that the Compensation Committee agree and approve moving from a three-level performance rating scale, to a five-level rating scale. Debbie Passerini made a second to the motion.*

**Follow-up: Bring this item to the September Board of Directors meeting for approval.*

Information Item 3 – Employee Position and Salary Information

As part of the Grantee-Subgrantee Agreement between CareerSource Pinellas and the Florida Department of Economic Opportunity, the following information is required to be posted to the website:

“Employee positions and salary information for each position (including any benefits and performance bonuses).”

The Employee Position and Salary Information is included for your review.

Job Family Titles					Benefits Information	
Job Title Family	Grade Level	Min Salary	Mid Salary	Max Salary	Benefits Offered Annually	401K Retirement Plan
Technicians	102	\$33,580	\$38,640	\$43,700	\$13,080	5% of base pay
Instructor	103	\$36,500	\$42,000	\$47,500	\$13,080	5% of base pay
Specialist	103	\$36,500	\$42,000	\$47,500	\$13,080	5% of base pay
Career Counselor	104	\$39,420	\$45,360	\$51,300	\$13,080	5% of base pay
Disability Navigator	104	\$39,420	\$45,360	\$51,300	\$13,080	5% of base pay
Instructor, Trades	105	\$42,574	\$48,989	\$55,404	\$13,080	5% of base pay
Business Account Executive	105	\$42,574	\$48,989	\$55,404	\$13,080	5% of base pay
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Coordinator	206	\$45,979	\$52,908	\$59,836	\$13,080	5% of base pay
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CFO	219	\$121,870	\$158,431	\$194,992	\$13,080	5% of base pay
CEO	221	\$142,149	\$184,794	\$227,438	\$13,080	5% of base pay
Total Staff						
			Grade	Exemption		
			100s	Non-Exempt		
			200s	Exempt		

Annual Performance Review:

0% - 5% merit increase, performance stipend or other performance-based option is considered for approval by the Board of Directors annually

Holidays: Nine paid holidays each year

New Year's Day, Martin Luther King Jr's Birthday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day

Personal Days (PD):

Four personal days each program year

Paid Time Off:

Year 1-2 = 136 hours

Year 3-4 = 160 hours

Year 5-6 = 184 hours

Years 7+ = 208 hours

Performance Bonus:

No Performance Bonus

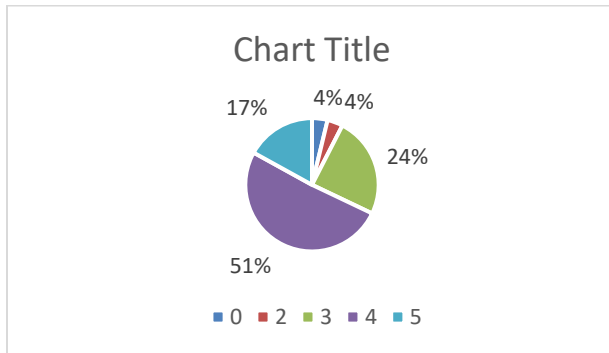
***Follow-up: Add Board approved/Date to this chart**

Information Item 4 — Evaluation Rating

On July 15, 2020, the Board of Directors approved an annual performance merit increase if 0% to 5% of base salary determined by the individual's overall rating on his/her annual performance evaluation.

The PY 2019-2020 annual performance evaluation has an overall performance rating scale of 1 to 3. The average score was 2.64. The percentage of the score awards a merit increase in base wage of 1% to 5%.

The program year concluded June 30, 2020 with the following results of the annual performance evaluations:



The annualized increase total is \$63,371.

Information Item 5 - Summary of Individual Non-Disclosure and Confidentiality Certification Form

The Individual Non-Disclosure and Confidentiality Certification Form which was previously signed only by employees (see attached) has been updated and expanded.

As part of the Grantee-Subgrantee Agreement between CareerSource Pinellas and the DEO, the following Individual Non-Disclosure and Confidentiality Form is required:

“Staff of the Board, its agents, contractors, subcontractors and any other entity performing services on behalf of the Board granted access to workforce information systems, including systems containing confidential information, must complete Exhibit B to this Agreement, “Individual Non-Disclosure and Confidentiality Certification Form”, prior to accessing said workforce information systems. A copy of each completed form must be retained by the Board and made available to DEO upon request.”

The updated Individual Non-Disclosure and Confidentiality Certification Form was included for review.

Information Item 6 – Ethics and Transparency Policy Acknowledgement Form

On September 25, 2018, the CareerSource Florida Board of Directors approved the “Ethics and Transparency Policy” and subsequently it was approved by the CareerSource Pinellas Board of Directors on October 31, 2018 (see attached). This policy communicates expectations about ethics and transparency in Florida’s workforce system to maintain integrity, accountability and transparency in decisions and actions that earn and protect the public trust.

All workforce development board members, employees and other stakeholders are subject to the Code of Ethics and are required to read and sign this acknowledgement upon appointment or employment.

The CareerSource Pinellas Ethics and Transparency Policy Acknowledgement Form was included for review.

Other Administrative Matters: None

No Public or Committee Member Comment

Adjournment: The meeting was adjourned at 11:24 am.