

**CareerSource Pinellas  
Board of Directors Minutes**

Date: Wednesday, November 18, 2020 at 11:45 am.  
Location: \*Virtual Zoom

**Call to Order**

Committee Chairman, Barclay Harless called the meeting to order at 11:45 a.m. and welcomed all participants. There was a quorum present with the following board members.

**Board Members in attendance**

Ivonne Alvarez, Manny Bhuller, Celeste Fernandez, David Fetkenher, Beverly Frank, Jack Geller, Barclay Harless, Michael Jalazo, Michael Logal, Michele Mathews, Michael Meide, I Chris Owens, Debbie Passerini, Michael Ramsey, Dr. Rebecca Sarlo, Pattye Sawyer, Sheryl Sheppard, Amy Van Ness, Zachary White, Kenneth Williams, Glenn Willocks.

**Board Members Absent**

Jody Armstrong, Andrea Cianek, Candida Duff, Commissioner Patricia Gerard, John Howell, Mark Hunt, Joanne Lentino, Samuel Kolapo, Russell Leggette, Kay McKenzie.

**Board Counsel**

Stephanie Marchman

**Guests**

Shellonda Rucker, Paul Ashe

**Staff in attendance**

Jennifer Brackney, Steven Meier, Michelle Moeller, April Torregiante, Mary Jo Schmick, Jaclyn Reilly, Cindy Hockridge.

**Welcome & Introductions**

Barclay Harless, Board Chairman welcomed the Board of Directors. Barclay's Chairman's Report that was included in the packet. The report contained information on the PinellasWorks Program, goals and strategies moving forward, unemployment at a glance, residential and business impact and a Florida consumer sentiment index.

**CEO Report**

What a difference a year makes! Last year, the unemployment rate was 3.2%, now it is 7.9%. While this is not a great number, it has come down significantly from 14% in April.

We are working on evaluating the impact of the minimum wage. One of the unintended consequences may be a limiting effect on participation in programs based on income eligibility.

Pinellas Works

We have several efforts underway to connect job seekers with employers including Pinellas Works which is a grant we received from Pinellas County. We have devised creative ways to continue hosting events with keeping people safe as a priority. For example, we have a virtual career fair and drive thru career fairs planned this week. We are working with several local staffing agencies to build capacity for the Pinellas Works program.

Career Resource Centers

We will fully implement a virtual platform beginning December 5th . This will serve the anticipated influx of job seekers when the waiver for job search activity will end. We are also revamping all career services to ensure consistency and developing metrics for the staff to serve the maximum number of customers.

Compliance Review USDOL/DEO

We continue to work with USDOL/DEO to address the concerns outlined in the Compliance Review.

Partnership Opportunities

We continue to grow and develop our partnerships in the community and the region. We are working with CareerSource TampaBay to submit an H1-B grant, Early Learning Coalition to help address the shortage of childcare teachers and continuing to support career activities at the Homeless Empowerment Program. Lastly, we are putting the final touches on the CareerSource Center at Lealman.

**Action Item 1 – Approval of the Minutes – 9.16.20 Board of Directors**

The minutes of the September 16, 2020 Board of Directors meeting were presented for approval.

Motion: Debbie Passerini
Second: Pattye Sawyer

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

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

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.

As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee conducted the annual review of performance and compensation for the CEO on October 8, 2020. The review addressed 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 Ad Hoc CEO/Counsel Committee reviewed the consolidated performance review, federal and local salary guidelines and the annual report.

Based on this information, the Committee approved the performance review and a five percent merit increase on base salary for Ms. Brackney.

**Recommendation:**

Approval of the PY’ 2019-2020 Performance Review and a five percent merit increase on base salary effective on December 1, 2020.

Discussion: None

Motion: Jack Geller
Second: Debbie Passerini

*The Board of Directors approved the PY’ 2019-2020 Performance Review and a five percent merit increase on base salary effective on December 1, 2020. The motion carried unanimously.*

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

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 Ad Hoc CEO/Legal Counsel Committee reviewed the current CEO performance goals and approved the draft performance goals for PY’ 2020-2021.

**Recommendation:**

Approval of the CEO Performance Goals for PY' 2020-2021 for Ms. Brackney for the period of July 1, 2020 through June 30, 2021.

Discussion: None

Motion: Jack Geller
Second: Debbie Passerini

*The Board of Directors approved the CEO Performance Goals for PY' 2020-2021 for Ms. Brackney for the period of July 1, 2020 through June 30, 2021. The motion carried unanimously.*

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

On November 20, 2019, the Board of Directors approved the selection of GrayRobinson for legal counsel services to begin on December 1, 2019, as General Counsel to the Local Workforce Development Board, as well as CareerSource Pinellas.

As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee conducted the annual performance review for the General Counsel. The review addressed the approved PY' 2019-2020 Performance Goals.

As part of the review process, the committee members requested that the CEO complete the draft performance review. The Performance Review was presented to Stephanie Marchman and approved by the Committee on November 9, 2020.

**Recommendation:**

Approval of the General Counsel PY' 2019-2020 Performance Review for Stephanie Marchman, GrayRobinson.

Discussion: None

Motion: Michael Meidel
Second: Michael Logal

*The Board of Directors approved the General Counsel PY' 2019-2020 Performance Review for Stephanie Marchman, GrayRobinson. There was no further discussion. The motion carried unanimously.*

**Action Item 5 – General Counsel Performance Goals PY' 2020-2021**

On November 26, 2019, the Board of Directors approved a twenty-four (24) month term of engagement letter for Stephanie Marchman of GrayRobinson, P.A. for legal counsel services beginning on December 1, 2019.

The draft PY' 2020-2021 General Counsel Performance Goals were approved at the Ad Hoc CEO/Counsel Selection Committee meeting on November 9, 2020.

**Recommendation:**

Approval of the General Counsel PY' 2020-2021 Performance Goals for Ms. Marchman.

Discussion: None

Motion: Debbie Passerini
Second: Michael Logal

*The Board of Directors approved the General Counsel PY' 2020-2021 Performance Goals for Ms. Marchman. There was no further discussion. The motion carried unanimously.*

**Action Item 6 – Department of Economic Opportunity 2020-2021 Internal Control Questionnaire and Assessment**

The Internal Control Questionnaire and Assessment (ICQ) was developed by the Department of Economic Opportunity (DEO), Bureau of Financial Monitoring and Accountability, as a self-assessment tool to help evaluate whether a system of sound internal control exists within the Local Workforce Development Board (LWDB).

The self-assessment ratings and responses should reflect the controls in place or identify areas where additional or compensating controls could be enhanced. Based on the Grantee-Subgrantee Agreement, the ICQ is required to be completed and certified by the Executive Director and Board Chair or their designee and submitted to DEO by September 30. The updated ICQ was received on September 11, 2020 offering an extended deadline of October 30, 2020. Some of the new controls implemented during the last year were as follows:

- Updated Financial and Procurement Policies and Cost Allocation Policy were approved by the Board.
- Improved and strengthened Sub-recipient monitoring.
- Implemented quarterly unannounced audits of supportive service cards.
- Initiated 24/7/365 cyber-security monitoring (12/2019).
- Initiated a Strategic Planning Process (11/2019).

Based on the required DEO deadline, the Board of Directors requested the final draft ICQ be presented to the Audit Committee. The Audit Committee reviewed and approved the ICQ. It was distributed to board members for review and comment. There were no comments. The Board Chair and CEO certified and submitted the ICQ to DEO on October 28, 2020.

**Recommendation:**

Approval of the enclosed 2020-2021 Internal Control Questionnaire and Assessment.

Discussion: None

Motion: Michael Logal
Second: Jack Geller

***The Board of Directors approved the enclosed 2020-2021 Internal Control Questionnaire and Assessment. There was no further discussion. The motion carried unanimously.***

**Action Item 7 – Annual 401(k) Plan Audit**

WorkNet Pinellas, Inc. 401k Plan is required to have an annual audit by an Independent CPA firm. The Audit Committee approved Powell & Jones to perform a limited scope audit at its June 29, 2020 meeting and the Board of Directors followed up with their approval at the July 15, 2020 meeting.

As permitted under the Department of Labor’s Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974, the plan administrator instructed Powell & Jones to perform a limited scope audit and thus, they did not perform any auditing procedures with respect to any investment information which was certified by Reliance Trust Company. Powell & Jones did perform audit procedures on employee eligibility, employer and employee contributions, employee loans, etc. Their responsibility is to express an opinion on the 2019 financial statements based on conducting the audit in accordance with auditing standards generally accepted in the United States. Because Powell & Jones performed a limited scope audit they did not express an opinion on the 2019 financial statements.

Due to audit staff at Powell and Jones contracting COVID-19, the 401K Plan audit was not completed and the Audited Financial Statements were not available for approval by the September Board meeting. Powell & Jones completed their audit and presented the 401(k) Audited Financial Statements to the Audit Committee on October 8, 2020. The Audit Committee unanimously approved the Annual 401(k) Plan Audit. The audited financial

statements and Form 5500 were filed by the October 15, 2020 filing deadline. The 401(k) Plan Audited Financial Statements that were filed are attached for full Board approval.

**Recommendation:**

Approval of the enclosed 401(k) report that was filed, along with the form 5500 by October 15, 2020.

Discussion: None

Motion: Michael Logal
Second: Debbie Passerini

*The Board of Directors approved the enclosed 401(k) report that was filed, along with the form 5500 by October 15, 2020. There was no further discussion. The motion carried unanimously.*

**Action Item 8 – RFP Issuance: Audit and Tax Services**

Powell & Jones, CPAs has been engaged to perform the audit of the financial statements for the year ended June 30, 2020 and the audit of the 2019 401(k) Plan. This will be the fifth and final year of the contract for audit services. Per DEO’s Audit and Audit Resolution Responsibilities, CareerSource Pinellas “must limit auditor retention to no more than five years.” For the audit of June 30, 2021 financial statements and 401(k) Plan, CareerSource Pinellas would follow our standard procurement process to select a new qualified auditor.

On October 8, 2020, the Audit Committee approved the development and issuance of an RFP for audits of the financial statements for fiscal year ending June 30, 2021 and 401(k) Plan for 2020.

**Recommendation:**

Approval for the development and issuance of an RFP for audits of the financial statements for fiscal year ending June 30, 2021 and 401(k) Plan for 2020 with the option for four additional years.

Discussion: None

Motion: Jack Geller
Second: Rebecca Sarlo

*The Board of Directors approved the development and issuance of an RFP for audits of the financial statements for fiscal year ending June 30, 2021 and 401(k) Plan for 2020 with the option for four additional years.*

**Action Item 9 – Removal of Training Providers**

CareerSource Pinellas is required to conduct “continued eligibility” reviews every two (2) years to ensure that providers and their programs continue to meet the applicable requirements, per Policy 90 for Eligible Training Providers.

All institutions that meet the requirements are sent an agreement, which they are required to sign and return, along with relevant documentation, to confirm that the continuing eligibility criteria is met.

The following institutions did not return completed applications and/or agreements and were reviewed and approved for removal by the Workforce Solutions Committee on October 13, 2020.

Training Provider Name	Programs and Courses	County	CSP Students Currently Enrolled*	# Approved CSP Providers Offering Similar Training
Access Computer Training	IT and computer skills	Hillsborough	0	6
American Red Cross	Nursing Assistant program defunct	Pinellas	0	3
Florida School of Traditional Midwifery	Midwifery	Alachua	0	0
Learning Alliance Corp	Cabling installation and project management	Hillsborough	0	7

The following institutions were reviewed and approved for removal by the Workforce Solutions Committee on October 13, 2020 but have since responded and are currently being processed for renewal. They are not included in the recommendation for removal.

*Rasmussen College	Nursing	Hillsborough/Pasco	1	5
*Florida Technical College	IT and business	Hillsborough	1	6

**Recommendation:** Approval to remove the non-responsive training providers from the approved training provider list for LWDB 14, per recommendation by the Workforce Solutions Committee.

Discussion: None

Motion: Jack Geller
Second: Michael Jalazo

*The Board of Directors approved to remove the non-responsive training providers from the approved training provider list for LWDB 14. There was no further discussion. The motion carried unanimously.*

#### **Action Item 10 – Vendor Selection: Internal Monitoring Services**

The Board approved the recommendation to reissue the Request for Proposal (RFP) for a qualified provider to conduct Internal Monitoring. The Internal Monitoring aligns with the annual monitoring conducted by Department of Economic Development (DEO). Monitoring procedures will be conducted twice per program year.

Internal Monitoring is an essential component of ensuring the programs follow USDOL and DEO policy and guidance. CareerSource Pinellas solicited proposals from qualified and experienced entities to provide the above-described services. Each proposal was reviewed by the CareerSource Pinellas review team.

Results of review:

Proposer	Overall Score
Taylor Hall Miller Parker, P.A.	90
Hightower and Strumpf	81
Indelible and Underwood	77

Based on overall score, current knowledge of DEO programmatic and financial monitoring tools, understanding of the Grantee-Subgrantee agreement and Internal Control Questionnaire, knowledge of the programs that

CareerSource Pinellas offers, long standing relationship with a number of other Florida LWDBs, and dedicated resources for monitoring, we recommend contracting with Taylor Hall Miller Parker, P.A.

**Recommendation:**

Approval to enter into contract negotiations and award of a contract for the provision of Internal Monitoring Services with Taylor Hall Miller Parker, P.A. not to exceed \$68,425.

Discussion: None

Motion: Michael Logal
Second: Jack Geller

*The Board of Directors approved contract negotiations and award of contract for the provision of Internal Monitoring Services with Taylor Hall Miller Parker, P.A. not to exceed \$68,425. There was no further discussion. The motion carried unanimously.*

**Action Item 11- Employee Handbook Revisions**

Holidays

The current policy relating to holidays states, *“All regular, full-time and part-time employees will receive the following paid holidays, except those within their first ninety (90) days of employment.”*

After review of the Fair Labor Standards Act and discussion with general counsel, the recommendation is to allow all employees both non-exempt and exempt to be eligible for holiday pay effective as of their first date of employment.

The recommended revision to the policy relating to holidays would read, **“All regular, full-time and part-time employees will receive the following paid holidays:”** This change would be effective back to the date when the Handbook was first adopted on March 18, 2020, and be applied to both exempt and non-exempt employees.

There will be a total of four employees impacted, and employees who were required to use PTO or Personal Days for Memorial Day, Fourth of July, and Labor Day, will have that time returned to their balance. All new hires will have paid holidays effective as of their first date of employment going forward.

“Human Resource Business Partner” to “Human Resources Department”

All references to the Human Resources Business Partner will be removed and replaced with Human Resources Department. This way if the title is not in use for a given period of time, it will still give employees guidance on where to go regarding certain policies.

**Recommendation:**

Approval of the revisions as outlined above and presented in the draft, revised Employee Handbook.

Discussion: None

Motion: Pattye Sawyer
Second: Ivonne Alvarez

*The Board of Directors approved the revisions as outlined above and presented in the draft, revised Employee Handbook. There was no further discussion. The motion carried unanimously.*

### Action Item 12-Supportive Services Policy

As part of the United States Department of Labor (USDOL) Compliance Review, USDOL/Department of Economic Opportunity (DEO) requested CareerSource Pinellas review and update a local Supportive Services Policy. This policy helps ensure alignment with rules and regulations.

For full compliance, the Supportive Services Policy must be board approved.

Concurrently, DEO and CareerSource Florida (CSF) released a draft Supportive Services Policy allowing Local Workforce Development Boards to review and offer feedback. CareerSource Pinellas submitted feedback and are awaiting final approval.

The anticipated effective date for the revised Supportive Service Policy is December 2020. Upon the release of the Supportive Service Policy, the CareerSource Pinellas Supportive Services Policy will be reviewed and edited as needed, and again presented for board approval for continued compliance.

**Recommendation:**

Approve and adopt the enclosed CareerSource Pinellas Supportive Services Policy.

Discussion: None

Motion: Jack Geller
Second: Michael Logal

*The Board of Directors approved and adopted the CareerSource Pinellas Supportive Services Policy. There was no further discussion. The motion carried unanimously.*

### Action Item 13-Related Party Contract

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 (2/3<sup>rd</sup>) 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.

Staff is anticipating entering into a contract with AppleOne to provide individuals who qualify for work-based learning. It is estimated that spending could be up to \$300,000 with AppleOne.

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

**Recommendation:**

Approval of the related party contract with AppleOne by a two-thirds (2/3<sup>rd</sup>) vote with a spending cap of \$300,000.



Discussion: None

\*Michael Logal declared a conflict of interest and abstained from the vote.

Motion: Michael Jalazo
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Second: Michael Meidel
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*The Board of Directors approved the related party contract with AppleOne by a two-thirds (2/3<sup>rd</sup>) vote with a spending cap of \$300,000. There was no further discussion. The motion carried unanimously.*

### **Board Counsel Update**

The following is a summary of legal services provided to CareerSource Pinellas since the last Board of Directors meeting on September 16, 2020:

Provided legal guidance with respect to the Chief Executive Officer (“CEO”) performance evaluation form and process, as well as the ad hoc committee’s recommended merit increase to ensure compliance with the CEO’s employment agreement and state and federal requirements; attended ad hoc committee meeting regarding same.

Prepared an amendment to the CEO employment agreement to correct a scrivener’s error with respect to the term of the agreement; circulated the amendment to the CEO and Board Chair for execution.

Provided FLSA guidance related to allowable pay deductions for exempt employees.

Provided employee relations guidance to the CEO regarding various employment matters.

Provided legal guidance with respect to policy development framework stakeholder input forms for the new proposed policy and revisions to existing policy 091.

Prepared the General Counsel Performance evaluation and self-assessment; conferred with the CEO regarding her assessment of the General Counsel’s performance.

Pending litigation report:

There is no pending litigation against CareerSource Pinellas.

### **Other Administrative Matters – No Administrative Matters**

### **Information Items**

#### **Information Item 1 – vCIO update: Paul Ashe, Securance Consulting**

The following is an update to the technology environment at CSP under the direction of the vCIO (Paul Ashe, vCIO, Securance Consulting).

Prior to discussing the technology and architecture initiatives at CSP it is critical to understand the environment. The environment inherited consisted primarily of on-premise technology that required significant management. The organization had not visited leveraging the benefits of cloud computing.

Our office’s primary focus has centered around the following:

- **Cybersecurity:** Ensure the environment is protected from cyber-attacks and risks.
- **Technology Architecture:** Begin to leverage the benefits and value of cloud computing.
- **Financial Responsibility:** Streamline the technologies in the environment to reduce the day-to-day management.
- **Financial Responsibility:** Make technology recommendations that are fiscally responsible.

### **Completed Technology Initiatives:**

- ATLAS Application – we migrated this application from an on-premise application to a cloudbased application.
- Email – we migrated email from on-premises to Microsoft 365 cloud.
- Virtualization – we completed building the infrastructure to convert our physical servers to virtual. This will reduce the physical server footprint down to two servers.
- New Laptops – we have acquired 75 new laptops and are currently provisioning them for distribution.
- Managing end-user security awareness training and testing.
- Managing weekly reports from the security operations center (SOC).
- We implemented Active Directory in the cloud (Microsoft Azure). This will decrease the management effort and support future cloud initiatives.

### **Current and On-Going Technology Initiatives**

- Multi-Factor Authentication (MFA) – we are implementing MFA for all employees to increase CSP's cyber security posture.
- Endpoint Detection and Response – we are implementing a cutting-edge technology to protect the workstations. It is similar to traditional anti-virus but has significant increased capabilities.

Network Redesign – we will be redesigning the network to eliminate the need for a physical server at each physical location.

### **Fiscal Initiatives**

- Negotiating a reduced monthly SOC fee.
- Eliminated Frontier monthly spend of ~ \$1,250.
- Eliminated annual Symantec anti-virus subscription spend and replacing with an improved technology Microsoft InTune.
- Eliminated annual Malwarebytes subscription and replacing with an improved technology Microsoft InTune.

### **Information Item 2 - Financial Reports through 8/31/20**

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 Mod 1, Cost Allocation/Expenditure Report for year ended 08/31/20, Pooled Cost Expenditure Report for year ended 08/31/20, Grants Status Report for year ended 08/31/20.

### **Information Item 3 – Training Provider Spending Summary (July 1, 2020 – August 31, 2020)**

A training provider summary was provided for the period from July 1, 2020 – August 31, 2020. Customer Training totaled \$491,531 for 171 participants and an average cost of \$2,874 per participant.

### **Information Item 4 – OJT Provider Spending: (July 1, 2020 – August 31, 2020)**

A spending report for the On-the-Job training program was provided for the period from July 1, 2020 – August 31, 2020. OJT spending totaled \$0 for 0 participants. Prior year OJT spending was \$13,606.

### **Information Item 5 – WIOA Primary Indicators**

WIOA Primary Performance Indicators have been established for PY' 2020-2021. There are four new Primary Indicators: Youth Median Wage and Measureable Skills Gains for Youth, Adult and Dislocated Worker. PY' 2020-2021 Quarter One results are scheduled to be released on or about November 29, 2020.

### **Information Item 6 – Monitoring Review Updates:**

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

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

Because of the impending audits and/or compliance reviews by the United States Department of Labor (USDOL) Employment and Training Administration (ETA), issuance of DEO's programmatic monitoring report was held in

abeyance pending completion of USDOL's review. The USDOL compliance report detailing the results of the USDOL review was issued on May 15, 2019.

In December 2019, DEO issued the Final Report for the monitoring conducted for the period of 7/1/2016 – 3/31/2019 spanning a total of two years and eight months. 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 was conducted on May 11, 2020 through Tuesday May 19, 2020 for the period of 4/1/2019 through 3/31/2020.

The completed review, preliminary results, and comments were submitted to DEO on June 4, 2020. We are waiting for the final report from DEO.

DEO's yearly Programmatic Monitoring for PY'20 is currently scheduled for April 12, 2021 for the period of 4/1/2020 through 3/31/2021.

#### **DEO Financial Compliance Monitoring July 1, 2017 – June 30, 2020**

In April 2018, the Department of Economic Opportunity (DEO) completed the onsite PY'17 Financial Compliance Monitoring Review for the period of 7/1/2017-3/31/2018, and in June 2019, completed the onsite PY'18 Financial Compliance Monitoring Review for the period of 4/1/2018 – 3/31/2019. On August 23, 2019, the DEO issued the final monitoring report for the monitoring conducted for the period of 7/1/2016 – 3/31/2019 spanning a period of two years and eight months. The final report included seven observations and seven technical assistance items. Half of the items pertained to the 2017-2018 monitoring period and half pertained to the 2018-2019 monitoring period. All observations and technical assistance items noted in the report have been addressed.

The DEO PY'19 Financial Compliance Monitoring Review was completed remotely in June 2020 for the period of 4/1/2019 through 3/31/2020. We are waiting for the final report from DEO.

DEO annual Financial Monitoring for PY'20 is currently scheduled for April 12, 2021 for the period of 4/1/2020 through 3/31/2021.

#### **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 was anticipated, the USDOL/DEO will provide information to the Local Workforce Development areas upon completion of the requested technical assistance.

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

DEO contracted with Carr, Riggs & Ingram CPAs and Advisors (CRI) to complete the independent monitoring. CRI started the review early August and completed the full review of all 2016 OJTs and support services. The results were submitted to USDOL.

DEO submitted an updated response to USDOL on September 30, 2020.

### Information Item 7 – Program vs. Expenditure Review/July through August 2020

	Workforce Innovation and Opportunity Act		Welfare Transition Program		Trade Adjustment Assistance	
Participants Served	1,727		198		74	
	Total	\$/Participant	Total	\$/Participant	Total	\$/Participant
Personnel Costs (CSP)	\$ 124,853	\$ 72.29	\$ 153,435	\$ 774.92	\$ 1,961	\$ 26.50
Personnel Costs (DEO)	-	-	-	-	14,026	189.54
Service Provider	50,684	29.35	587	2.96	-	-
Training and Supportive Services	469,247	271.71	8,321	42.03	13,073	176.66
Other Direct Costs	14,256	8.25	4,408	22.26	-	-
Pooled Costs	131,793	76.31	122,000	616.16	1,503	20.31
<b>TOTAL</b>	<b>\$ 790,833</b>	<b>\$ 457.92</b>	<b>\$ 288,751</b>	<b>\$ 1,458.34</b>	<b>\$ 30,563</b>	<b>\$ 413.01</b>

  

	Supplemental Nutrition Assistance Program		Employment Services		Total	
Participants Served	183		6,891		9,073	
	Total	\$/Participant	Total	\$/Participant	Total	\$/Participant
Personnel Costs (CSP)	\$ 56,602	\$ 309.30	\$ 50,775	\$ 7.37	\$ 387,626	\$ 42.72
Personnel Costs (DEO)	-	-	151,434	21.98	\$ 165,460	18.24
Service Provider	-	-	-	-	\$ 51,271	5.65
Training and Supportive Services	134	0.73	4,466	0.65	\$ 495,241	54.58
Other Direct Costs	-	-	927	0.13	\$ 19,591	2.16
Pooled Costs	27,352	149.46	155,649	22.59	\$ 438,297	48.31
<b>TOTAL</b>	<b>\$ 84,088</b>	<b>\$ 459.50</b>	<b>\$ 363,251</b>	<b>\$ 52.71</b>	<b>\$ 1,557,486</b>	<b>\$ 171.66</b>

	Workforce Innovation and Opportunity Act				Welfare Transition Program		Trade Adjustment Assistance	
PINELLAS	AD	DW	Youth	Total	PINELLAS		PINELLAS	
Number Served	699	575	453	1,727	198		74	
Placements	17	18	14	49	53		0	
Average Wage	\$20.90	\$26.63	\$12.38	\$20.57	\$13.08		N/A	

	Supplemental Nutrition Assistance Program				Employment Services		
PINELLAS		PINELLAS	RESEA	VETS	Employment Services	Total	
Number Served	183		756	344	5,791	6,891	
Placements	27		114	24	200	338	
Average Wage	\$11.97		\$15.00	\$17.20	\$12.88	\$13.90	

Pinellas	One Stop Center Traffic
Number of Visitors	1,393
Number of Visits	2,730

Pinellas	Website Traffic
Total # of Visits	7,723
Returning	25.0%
New	75.0%

Pinellas	Employer Services
Employers Served	493
Job Orders Posted	1,958
Referrals to Job Orders	2,834

**Information Item 8 – Board and Committee Attendance Update**

As required by the By-Laws, the Board/Committee attendance update for PY’ 2020-2021 was presented.

**Information Item 9 – First Amendment to CEO Employment Agreement**

On November 1, 2019, the Board of Directors approved a three-year employment contract for Jennifer Brackney, as the CEO of CareerSource Pinellas.

On October 8, 2020, the Ad Hoc CEO/Legal Counsel Committee met to discuss the CEO’s Performance Review. Stephanie Marchman pointed out that there was a scrivener’s error in the CEO’s employment contract. The end date is listed as 2019 and should be 2022. She drafted a CEO First Amendment to Employment Agreement for signature by the Board Chair and the CEO.

**Public Comments:** None

**Open Discussion:** None

**Adjournment:** The meeting was adjourned 12:56 p.m.