



April 8, 2021 – 10:00 AM

Virtual Zoom Meeting

*Join via Zoom – Meeting ID: 752 518 8457

[Zoom Link](#)

*Dial In via Phone – Meeting ID: 752 518 8457

Phone: +1 646-558-8656

Compensation Committee Agenda

- I. **Welcome and Introductions**..... Candida Duff, Chair
- II. **Public Comments**
- III. **Action/Discussion Items**
 - 1. Approval of Minutes – February 4, 2021 Meeting Page 1
 - 2. Annual Performance Evaluation Page 7
 - 3. Employee Onboarding Checklist..... Page 10
- IV. **Information Items**
 - 1. Compensation Summary Report..... Page 17
 - 2. Organizational Chart Page 20
 - 3. Level 2 Background Checks Page 22
- V. **Committee Members Comments**
- VI. **Adjournment**

**All parties are advised that if you decide to appeal any decision made by the Board with respect to any matter considered at the meeting or hearing, you will need a record of the proceedings, and that, for such purpose, you may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

**If you have a disability and need an accommodation in order to participate in this meeting, please contact Julia Bergen at 727-608-2551 or jbergen@careersourcepinellas.com at least two business days in advance of the meeting.*





ACTION ITEM 1

Approval of Minutes

In accordance with Article VII, Section 1(H), of the approved WorkNet Pinellas By-Laws, Minutes shall be kept of all Board and Committee meetings. Minutes shall be reviewed and approved at the next CareerSource Pinellas Board or Committee meeting as appropriate.

The official minutes of meetings of the Board and Committees of the Board are public record and shall be open to inspection by the public. They shall be kept on file by the Board Secretary at the administrative office of CareerSource Pinellas as the record of the official actions of the Board of Directors.

The draft minutes from the February 4, 2021 Compensation Committee meeting have been prepared and are enclosed.

RECOMMENDATION:

Approval of the draft minutes, to include any amendments necessary.

**CareerSource Pinellas
Compensation Committee Minutes**

Date: February 4, 2021 – 11:00 am

Location: *Virtual Zoom Meeting

Call to Order

Chair Candida Duff called the meeting to order at 11:01 a.m. There was a quorum with the following members participating.

Committee Members in attendance

Candida Duff, Beverly Frank, Jack Geller, Barclay Harless, Michael Logal, Michele Matthews, Debbie Passerini, Amy Van Ness

Committee Members absent

Kay McKenzie

Staff Present

Jennifer Brackney, Jaclyn Reilly, and Julia Bergen

Special Guest

Stephanie Marchman

Action Item 1 – Approval of Minutes

The minutes from the August 5, 2020 Compensation Committee meeting were presented for approval.

Motion:	Jack Geller
Second:	Michael Logal

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

Action Item 2 – Telework Policy

CareerSource Pinellas had to quickly pivot last March and transition to telework & remote work. Approximately 40% of CSPIN's workforce is doing telework or working remotely. CSPIN would like to formalize the telework and remote policy. CSPIN's general counsel, Stephanie Marchman, has reviewed this policy to ensure it aligns with the employee handbook and best practices.

Recommendation

Approval of the Telework and Remote Work Policy as presented.

Discussion: Barclay Harless inquired if there are any IT and Cybersecurity safeguards in place for those working remotely to prevent hacking which could compromise the data within the organization. Jennifer responded that all remote work is included under the Cybersecurity umbrella. Lastly, Beverly inquired about Section 6f and proposed adding a statement that CSPIN employees will not be reimbursed for costs of working remotely.

Motion:	Jack Geller
Second:	Michael Logal

The Compensation Committee made a motion to approve the CareerSource Pinellas Telework Policy as presented. The motion carried unanimously.

Action Item 3 – Job Family Title Changes

We are requesting a change to two (2) job titles to make them more general, as well as more representative of the job duties for each position. The first proposed job title change is to rename Business Account Executive to Business Services Representative as this gives a more accurate

description of the job duties. The second proposed job title change is HR Business Partner to Partner. This will offer a more general title, enable career succession, and encourage career growth amongst the employees.

Recommendation

Approval of the CareerSource Pinellas Job Family Title Changes.

Discussion: No further discussion.

Motion:	Jack Geller
Second:	Michael Logal

The Compensation Committee made a motion to approve the CareerSource Pinellas Job Family Title Changes. The motion carried unanimously.

Information Item 1 – Compensation Summary Report

Exhibit H depicts the Job Titles with the Salary Structures. The Business Account Executive will become the Business Services Representative and the HR Business Partner will become the Partner. This will enable a career succession path to move employees up from a Lead to Coordinator to Supervisor to Partner to Director.

Exhibit H

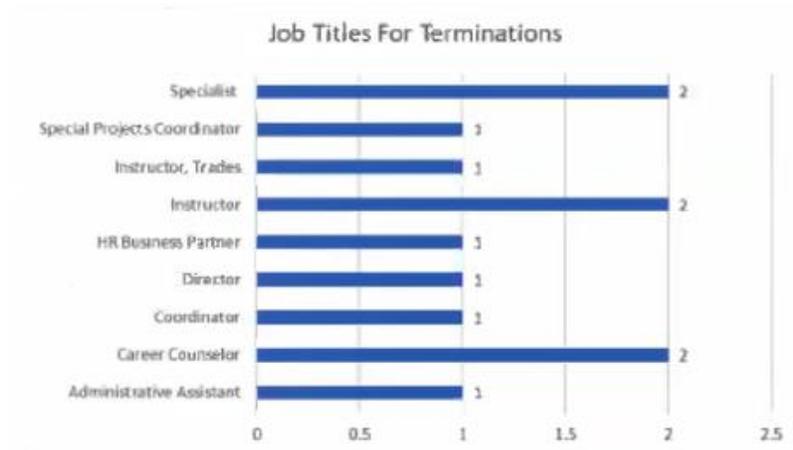
Job Family Titles						
Job Title Family	Grade Level	Min Salary	Mid Salary	Max Salary	Grade	Exemption
Technicians - Program, Placement	102	\$33,580	\$38,640	\$43,700		
Instructor - Remedial, Skills, Workshops	103	\$36,500	\$42,000	\$47,500	100s	Non-Exempt
Specialist - Placement, Program, Resource, Finance	103	\$36,500	\$42,000	\$47,500	200s	Exempt
Career Counselor	104	\$39,420	\$45,360	\$51,300		
Instructor, Trades Assistant	104	\$39,420	\$45,360	\$51,300		
Disability Navigator	104	\$39,420	\$45,360	\$51,300		
Business Account Executive	105	\$42,574	\$48,989	\$55,404		
Lead - Career Counselor, MIS, Business Services, Instructor Trades, Finance, Marketing	105	\$42,574	\$48,989	\$55,404		
Instructor, Trades	104	\$42,574	\$48,989	\$55,404		
Coordinator, Admin, Finance, Program, Projects	206	\$45,979	\$52,908	\$59,836		
Supervisor - Program, Project	208	\$53,630	\$64,356	\$75,083		
HR Business Partner	210	\$62,555	\$75,065	\$87,576		
Director - Projects, Programs	214	\$82,943	\$103,841	\$124,741		
CFO	219	\$121,870	\$158,431	\$194,992		
CEO	221	\$142,149	\$184,794	\$227,438		

Information Item 2 – Compensation Summary Report

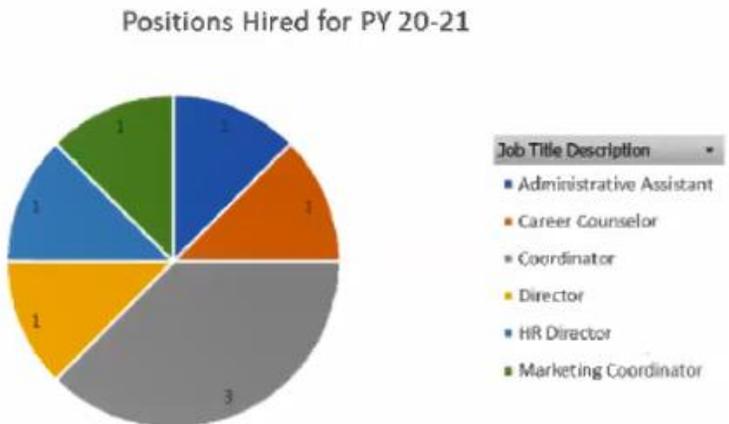
The first page of the report shows the employees who left CareerSource Pinellas within the last program year. Five employees resigned, two employees retired, and the remaining employees were terminated.



Below is the breakdown of the positions affected by these departures. The departures are not concentrated in one area of the business.



Alternatively, we had eight new hires this past program year. Below is a grid highlighting the positions filled.



Jack Geller asked if exit interviews are being conducted for departing employees. Jaclyn Reilly said exit interviews are being conducted and the ones that she can speak about resigned to accept other job opportunities.

Jack Geller also asked about the overall morale of the employees. Jaclyn Reilly had the opportunity to meet with the employees at the Gulf to Bay location last week and said that the morale among the employees is good. Additionally, we recently brought in a Director of Talent & Business Development who has also visited each location to meet with each employee individually.

We currently have 51 employees at CareerSource Pinellas. There are two employees at the maximum salary. One is a Coordinator due to the experience gained while employed at another workforce development board and the other is a Lead who reached the maximum salary due to tenure with the organization.

The table below shows the breakdown of salary by Job Family. This is a requirement by the DEO to make this available to the Board and public on the website.

Job Family Titles										
Job Title Family	Grade Level	No of Employees at min salary	No of Employees at mid-point	No of Employees at max salary	Min Salary	Mid Salary	Max Salary	Actual Salary - Single Position	Annual Benefit Stipend	401(k) Retirement Plan
Technicians	102	2	3		\$33,580	\$38,640	\$43,700		\$13,080.00	5% of base pay
Instructor	103				\$36,500	\$42,000	\$47,500		\$13,080.00	5% of base pay
Specialist	103	11	1		\$36,500	\$42,000	\$47,500		\$13,080.00	5% of base pay
Career Counselor	104	9	2		\$39,420	\$45,360	\$51,300		\$13,080.00	5% of base pay
Disability Navigator	104		1		\$39,420	\$45,360	\$51,300	\$51,224.58	\$13,080.00	5% of base pay
Instructor, Trades	105				\$42,574	\$48,989	\$55,404		\$13,080.00	5% of base pay
Business Account Executive	105		1		\$42,574	\$48,989	\$55,404	\$50,887.41	\$13,080.00	5% of base pay
Lead	105	2	2	1	\$42,574	\$48,989	\$55,404		\$13,080.00	5% of base pay
Coordinator	206		6	1	\$45,979	\$52,908	\$59,836		\$13,080.00	5% of base pay
Supervisor	208	2			\$53,630	\$64,356	\$75,083		\$13,080.00	5% of base pay
HR Business Partner	210				\$62,555	\$75,065	\$87,576		\$13,080.00	5% of base pay
Director	214	5			\$82,943	\$103,841	\$124,741		\$13,080.00	5% of base pay
CFO	219	1			\$121,870	\$158,431	\$194,992	\$131,250.34	\$13,080.00	5% of base pay
CEO	221		1		\$142,149	\$184,794	\$227,438	\$188,475.30	\$13,080.00	5% of base pay
Total Staff		32	17	2						
Percentage		62.75	33.33	3.92						

* Information as of January 15, 2020

Grade	Exemption
100s	Non-Exempt
200s	Exempt

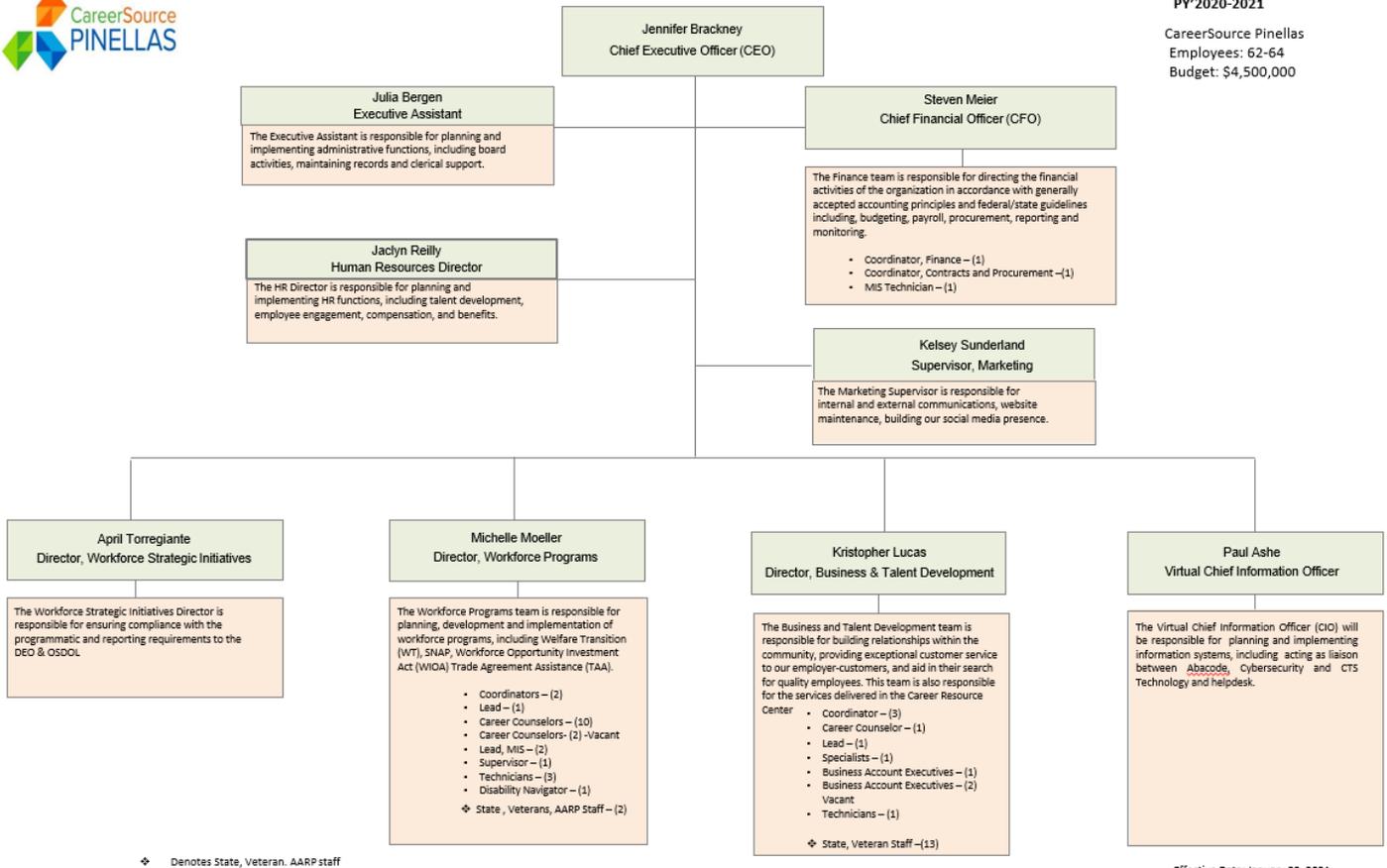
Information Item 3 – Organizational Chart

As part of our Compliance Review, below is the updated organizational chart. Our most recent additions include Julia Bergen, Executive Assistant. She is responsible for the Board administration activities. Kelsey Sunderland, Marketing Supervisor, is responsible for all internal and external communications, website maintenance, and social media. Lastly, Kristopher Lucas, Director of Business & Talent Development leads a team which is responsible for building relationships within the community, providing exceptional customer service to our employer-customers, and aiding with their search for quality employees. This team is also responsible for the services delivered in the Career Resource Center. This role combines the Business Services and the Career Resource Center under one Director.

Below is the updated Organizational Chart as of January 22, 2021:



PY'2020-2021
 CareerSource Pinellas
 Employees: 62-64
 Budget: \$4,500,000



Other Administrative Matters: None

No Public or Committee Member Comment

Adjournment: The meeting was adjourned at 11:27 am.



ACTION ITEM 2

Annual Performance Evaluation

The annual performance process was approved for completion for all staff on a program year basis, from July 1 to June 30. On September 16, 2020, the Board of Directors approved the annual performance evaluation utilizing a five-point scale.

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.

Historically, a performance benefit stipend was awarded to employees based on their performance evaluation. Last program year, a merit increase was instituted for employees from 0% to 5% of the employee's base salary determined by the individual's overall rating on his/her annual performance evaluation. For those employees reaching the pay range maximum based on job title, a one-time performance evaluation stipend was granted from 0% to 5% of the employee's base salary determined by their performance evaluation. There are only two employees at the top of their respective pay grades, as mentioned in the Compensation Summary Information Item.

This year, the recommendation is for those employees who do not reach the maximum of the pay range, an opportunity to decide whether to receive a merit increase or a one-time performance evaluation stipend should be afforded. The handling of performance evaluation review and benefits is brought to the board annually for consideration.

RECOMMENDATION:

Approval to award an increase for employees upon the completion of the annual performance evaluation in the form of either a merit increase or a one-time performance evaluation stipend, leaving the delivery method up to the individual employee. For those nearing the maximum of the pay range, automatically award a one-time performance evaluation stipend. The range for both the merit increase and one-time performance evaluation stipend would be from 0% to 5% of the employee's base salary determined by the individual's overall rating on his/her annual performance evaluation for the program year.

CAREERSOURCE PINELLAS
STAFF PERFORMANCE EVALUATION - PY July 2020 - June 2021

Program Year July 1, 2020-June 30, 2021

Name: _____

Job Title: _____

Supervisor: _____

	Relative Impact (weight)	Employee's Rating	Supervisor's Rating	Final Rating	Points RI x rating	Comments
Soft Skills						
Decision Making	4				0	
Dependability	4				0	
Teamwork / Interpersonal Skills	4				0	
Job Related Skills						
Job Knowledge and Adherence to Policies	4				0	
Quality and Quantity of Work	5				0	
Service Delivery / Communications	4				0	
Goal Attainment (per attached sheet)	75				0.00	
Total Points	100.00	0.0	0.0	0.0	0.00	
Overall Rating					0	

OVERALL EVALUATION COMMENTS

Employee Signature

_____/_____/_____
Date

Supervisor Signature

_____/_____/_____
Date

Rating	Level of Performance	Range of Overall Rating (points)	Range of Increase (points)
5 Exceptional Performance	Consistently exceeds the performance expectation of the position.	451-500	5%
4 Successful Performance	Consistently meets and often exceeds the performance expectation of the position.	351-450	4%
3 Meeting Performance	Consistently meets and may occasionally exceed the performance expectation of the position.	251-350	2%-3%
2 Developing Performance	Exhibits inconsistent job performance, but has the capacity to improve to meet the performance expectation of the position.	151-250	1%
1 Not Meeting Performance	Consistently fails to meet the designated performance expectation.	0-149	0%

CAREERSOURCE PINELLAS
STAFF PERFORMANCE EVALUATION

Name:	Job Title:	Supervisor:
-------	------------	-------------

Goals - List and evaluate goals set for this position and employee.	Impact	Self-Eval Rating	Supervisor Rating	Final Rating	Points	Comments
	20				0	
	15				0	
	15				0	
	25				0	
	0			0	0	
Total:		75			0	

By my signature below, I confirm that I have received and reviewed the performance standards and objectives for my CSPIN position. I understand that I will be rated based on a scale that will award either: "5 Exceptional Performance"; "4 Successful Performance"; "3 Meeting Performance"; "2 Developing Performance"; "1 Not Meeting Performance" which requires a written performance improvement plan.

Staff Signature: _____ Date: ___/___/___

Management Signature: _____ Date: ___/___/___



ACTION ITEM 3

Employee Onboarding Checklist

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

With recent changes made to our 401(k) providers, benefits enrollment transitioning to a digital process, and Employee Handbook updates regarding eligibility for holiday pay, a revised checklist has been prepared.

The revised, draft Employee Onboarding Checklist is included for your review and consideration.

RECOMMENDATION

Approval of the CareerSource Pinellas 2021 Employee Onboarding Checklist.



EMPLOYEE ONBOARDING CHECKLIST

Applicant Name: _____ Position Title: _____ Location _____

Conditional offer date: _____ Salary: _____

accepted declined Start Date _____

PRE-HIRE

Request from Supervisor: asset number _____ copier number _____ company property necessary for this position _____

Email pre-hire docs: application, the Sarma Background Check Form, Individual Non-disclosure & Computer Policy Form _____ (add reminder to calendar in 5 days to follow up if not rec'd)
Date Returned _____

Start Background check and Drug Screen through Sarma Website _____

After background is successfully completed email pre-hire documents:

Handbook, Emergency contact form,

Demographic and other information form,

Handbook Policy acknowledgement form,

Media release form, and

Employment of Relatives Disclosure Statement,

J-9 list of documents required (Notify applicant they can complete on first day if unable to print, or bring originals for first day) _____

Email IT/MIS the Individual Non-Disclosure and Computer Policy, Asset number & requested company property. _____ (IT will set up email, access and assign co property. Supervisor will prepare applicable Access Forms for Supervisor Orientation).

Email: _____ Login _____ P/W _____

Open a ticket to request IT add new hire email address to "All Worknet Staff" and "All CSPIN Employees" group emails

Send Calendar Invite to EE & Supervisor _____

Employee Action Form Signed by CEO _____

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Commented [JR1]: Would remove when new Handbook is approved.

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HIRE/ORIENTATION

ADP New Hire Set Up (add stipend and 401(k) clock) _____

Employment Profile (NAICS, EEOC, Position title, seniority date)

Pay Profile (to date accumulators for PD and PTO)

Access to employee in ADP (Setup, security, add user)

ACA status add manually (people, ACA)

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Emails:

- Set up Tier One Access & send Employee Tier One Email _____
Add to tracker.
- Email all additional training options available
- ~~Add an Outlook Reminder at the beginning of the 6th month of employment to Verify 401k eligibility date through ADP 401(k) site - Employees > Review eligibility~~
 - ~~After verification, remove Clock Code in Workforce now prior to payroll processing of eligibility. People > Pay > Pay Profile > Clock and Data Control (under Other Pay Settings)~~
- Set up Orientation Schedule for Director Level position with Leadership Team _____
- Create Folder with information and overview of first day/week

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Commented [JR2]: No longer applies with move to John Hancock

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EPI CENTER Employees:

Request Badge Form from Administrative Lead _____ Address should be on the form.

- Badge Acknowledgement
- Phone List
- Center locations
- Workstation Access and Phone Voicemail Set up
- Walk through (breakroom, bathrooms, printers etc)

Completed on _____

EMPLOYEE ONBOARDING ORIENTATION

Employee Name _____ Date of Hire _____

Collect Documents:

Collect I-9 Supporting Documents and New Hire Docs _____

EMAIL

Confirm receipt of and review deadlines:

- Benefits email, Benefits Guide, enrollment form and Colonial form, and send calendar reminder to complete prior to eligibility date
- Tier 1 Email _____
 - Complete within 6 months from date of hire.
 - Send one, three and six month calendar reminders.
- MIS training and training log _____ (Complete date of hire)

- Commented [JR3]:** Enrollment done electronically now
- Formatted:** Font color: Auto
- Formatted:** Font color: Auto
- Commented [JR4]:** Isn't it 12 months?
- Formatted:**
- Formatted:** Font color: Auto

ADP Verify Access

- Home Page: EE News, Job Vacancy & Company News > HR Team Happenings
- Resources > Company Policies/Tools/References > Employee Handbook
- Resources > Tools & References > Payroll Schedule, Holiday Schedule, Employee Handbook & Benefit Summaries
- Myself: PTO & Timecards
- Review Pay dates

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PTO / PD / Holidays

- Accrues as of date of hire at the rate of 5.23 hours per 80 hours worked; First 23 months Max Annual 136
- Paid Holidays eligible after 90 days
- Personal Days: Eligible for _____

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BENEFITS

- Benefit & Stipend Eligibility Date: On the first of the month after 30 days of employment _____
- 401(k) Eligibility Date: After 6 months of employment _____ 5% Non-Elective Contribution by CSPIN
 - Limits for 2021: \$19,500 with additional \$6,500 for Catch Up Contribution (over 50) for total of \$26,000

POLICIES ON ADP

- Resources > Policies: Read and acknowledge each policy
- List of all policies, sign and date once complete to upload in personnel file
- Completion date should be within first two (2) weeks of hire date

Commented [JR5]: Would remove when new Handbook is approved.



EMPLOYEE ONBOARDING CHECKLIST

Applicant Name: _____ Position Title: _____ Location _____

Conditional offer date: _____ Salary: _____

___ accepted ___ declined Start Date _____

PRE-HIRE

Request from Supervisor: asset number _____ copier number _____ company property necessary for this position _____

- Email pre-hire docs: application, the Sarma Background Check Form, Individual Non-disclosure & Computer Policy Form. (add reminder to calendar in 5 days to follow up if not rec'd)
Date Returned _____
- Start Background check and Drug Screen through Sarma Website
- After background is successfully completed email pre-hire documents:
 - o Handbook
 - o Demographic and other information form,
 - o Handbook acknowledgement form,
 - o Media release form, and
 - o Employment of Relatives Disclosure Statement,
 - o I-9 list of documents required (Notify applicant they can complete on first day if unable to print, or bring originals for first day)
- Email IT/MIS the Individual Non-Disclosure and Computer Policy, Asset number & requested company property. (IT will set up email, access and assign co property. Supervisor will prepare applicable Access Forms for Supervisor Orientation).
- Email: _____ Login _____ P/W _____
- Open a ticket to request IT add new hire email address to "All Worknet Staff" and "All CSPIN Employees" group emails
- Send Calendar Invite to EE & Supervisor
- Employee Action Form Signed by CEO

HIRE/ORIENTATION

- ADP New Hire Set Up
- Employment Profile (NAICS, EEOC, Position title, seniority date)
- Pay Profile (to date accumulators for PD and PTO)
- Access to employee in ADP (Setup, security, add user)
- ACA status add manually (people, ACA)

Emails:

- Set up Tier One Access & send Employee Tier One Email
Add to tracker.
- Email all additional training options available
- Set up Orientation Schedule for Director Level position with Leadership Team
- Create Folder with information and overview of first day/week

EPI CENTER Employees:

Request Badge Form from Administrative Lead_____ Address should be on the form.

- Badge Acknowledgement
- Phone List
- Center locations
- Workstation Access and Phone Voicemail Set up
- Walk through (breakroom, bathrooms, printers etc)

Completed on _____

EMPLOYEE ONBOARDING ORIENTATION

Employee Name _____ Date of Hire _____

Collect Documents:

Collect I-9 Supporting Documents and New Hire Docs _____

EMAIL

Confirm receipt of and review deadlines:

- Benefits email Benefits Guide, Colonial form, and send calendar reminder to complete prior to eligibility date
- Tier 1 Email
 - o Complete within 6 months from date of hire.
 - o Send one, three and six month calendar reminders.
- MIS training and training log (Complete date of hire)

ADP Verify Access

- Home Page:** EE News, Job Vacancy & Company News > Team Happenings
- Resources** > Tools/References > Employee Handbook
- Resources > **Tools & References** > Payroll Schedule, Holiday Schedule, Employee Handbook & Benefit Summaries
- Myself: **PTO & Timecards**
- Review Pay dates

PTO / PD / Holidays

- Accrues as of date of hire at the rate of 5.23 hours per 80 hours worked; First 23 months Max Annual 136
- Paid Holidays
- Personal Days: Eligible for _____

BENEFITS

- Benefit & Stipend Eligibility Date: On the first of the month after 30 days of employment _____
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 - o Limits for 2021: \$19,500 with additional \$6,500 for Catch Up Contribution (over 50) for total of \$26,000



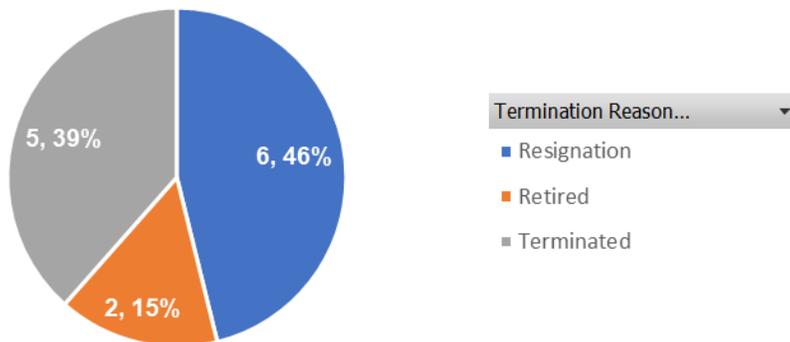
Information Item 1 Compensation Summary Report

During the November 14, 2019 meeting, the Compensation Committee requested compensation summary reports for review.

Based on this request, we present the following compensation summary reports, including the total number of staff, a pay range summary, notice of newly hired positions, and the average salary.

For this program year as of March 1, 2021, 13 employees left the organization. The reasons for termination are listed below:

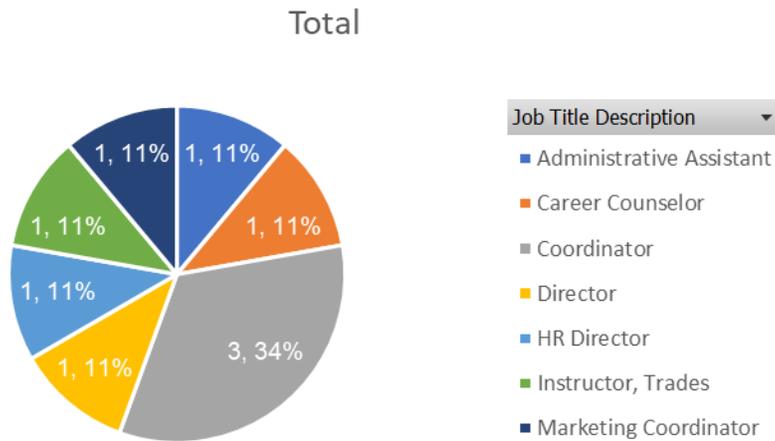
TERMINATIONS FOR PY 20-21



The breakdown of positions of these former employees is as follows:



Additionally, for the program year as of March 1, 2021, a total of 9 new hires were chosen for the following positions:



There is currently a total of 51 CareerSource Pinellas employees. One Coordinator is at the maximum salary for the pay grade due to experience gained while employed with a workforce development board in another state. There is also one Lead at maximum salary based on tenure with the organization. The salary breakdown for the entire organization can be seen on the following attachment. The current annual average salary is \$54,183.04.



INFORMATION ITEM 1
CareerSource Pinellas
Pay Range by Job Families

Job Family Titles										
Job Title Family	Grade Level	No of Employees at min salary	No of Employees at mid-point	No of Employees at max salary	Min Salary	Mid Salary	Max Salary	Actual Salary - Single Position	Annual Benefit Stipend	401(k) Retirement Plan
Technicians	102	2	3		\$33,580	\$38,640	\$43,700		\$13,080.00	5% of base pay
Instructor	103				\$36,500	\$42,000	\$47,500		\$13,080.00	5% of base pay
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Director	214	4			\$82,943	\$103,841	\$124,741		\$13,080.00	5% of base pay
CFO	219	1			\$121,870	\$158,431	\$194,992	\$131,250.34	\$13,080.00	5% of base pay
CEO	221		1		\$142,149	\$184,794	\$227,438	\$188,475.30	\$13,080.00	5% of base pay
Total Staff		32	17	2						
Percentage		62.75	33.33	3.92						

* Information as of March 1, 2021

Grade	Exemption
100s	Non-Exempt
200s	Exempt



Information Item 2 Organizational Chart

As part of our Compliance Review and the request to continuously review and update the Organizational Chart, please see the attached version updated as of March 1, 2021.

Since March 1, the Finance Department has decreased by one Coordinator. As part of our succession planning efforts within the organization, we will be searching for a senior finance professional to add to the department.

Jennifer Brackney
Chief Executive Officer (CEO)

Julia Bergen
Executive Assistant

The Executive Assistant is responsible for planning and implementing administrative functions, including board activities, maintaining records and clerical support.

Jaclyn Reilly
Human Resources Director

The HR Director is responsible for planning and implementing HR functions, including talent development, employee engagement, compensation, and benefits.

Kelsey Sunderland
Supervisor, Marketing

The Marketing Supervisor is responsible for internal and external communications, website maintenance, building our social media presence.

Steven Meier
Chief Financial Officer (CFO)

The Finance team is responsible for directing the financial activities of the organization in accordance with generally accepted accounting principles and federal/state guidelines including, budgeting, payroll, procurement, reporting and monitoring.

- Vacant
- Coordinator, Finance – (1)
- MIS Technician – (1)

Paul Ashe
Virtual Chief Information Officer

The Virtual Chief Information Officer (CIO) will be responsible for planning and implementing information systems, including acting as liaison between Abacode, Cybersecurity and CTS Technology and helpdesk.

April Torregiante
Director, Workforce Strategic Initiatives

The Business and Strategic Initiatives Director is responsible for ensuring compliance with the subgrantee agreement and reporting requirements to the DEO and DOL.

Michelle Moeller
Director, Workforce Programs

The Workforce Programs team is responsible for planning, development and implementation of workforce programs, including Welfare Transition (WT), SNAP, Workforce Opportunity Investment Act (WIOA) and Career Resource Centers.

- Supervisor – (1)
- Coordinators – (2)
- Lead – (1)
- Lead, MIS – (2)
- Career Counselors – (11)
- Technicians – (3)
- Disability Navigator – (1)
- ❖ State, Veterans, AARP Staff – (2)

Kristopher Lucas
Director, Business & Talent Development

The Business and Talent Development team is responsible for building relationships within the community, providing exceptional customer service to our employer-customers, and aid in their search for quality employees. This team is also responsible for the services delivered in the Career Resource Center

- Coordinator – (3)
- Lead – (1)
- Career Counselor – (1)
- Specialists – (12)
- Business Account Executives – (1)
- Technicians – (1)
- Instructor, Trades – (1)
- ❖ State, Veteran Staff – (13)

PY'2020-2021
CareerSource Pinellas
Employees: 50-55
Budget: \$3,763,000

❖ Denotes State, Veteran. AARP staff



Information Item 3

Level 2 Background Checks

There is a requirement to conduct Level 2 background checks for employees under the Grantee-Subgrantee Agreement. Today, we do not have the ability to conduct these background checks and therefore conduct Level 1 background checks on all new hires. Previously, Level 2 background checks were conducted through the DEO, however this access was discontinued about two years ago.

After checking other avenues, including the current background check provider, Sarma, CareerSource Pinellas is unable to conduct Level 2 background checks on new hires without an Originating Agency Identifier Number.

This issue is potentially being addressed through the legislative process, and DEO is considering whether or not to include this requirement in the renewal of the Grantee-Subgrantee Agreement.