

**CareerSource Pinellas  
Board of Directors Minutes**

**Date:** Wednesday, November 17, 2021, at 11:45 am.

**Location:** \*Virtual Zoom

**Call to Order**

Board of Directors Chair, Barclay Harless, called the meeting to order at 11:46 a.m. There was a quorum present with the following board members.

**Board Members in Attendance**

Barclay Harless, Belinthia Berry, David Fetkenher, Glenn Willocks, John Howell, Kenneth Williams, Kevin Knutson, Lisa Cane, Mark Hunt, Michael Jalazo, Michael Logal, Michele Mathews, Patricia Sawyer, Scott Thomas, Zachary White, Jack Geller, Elizabeth Siplin

**Board Members Not in Attendance**

Ivonne Alvarez, Jody Armstrong, Andrea Cianek, Candida Duff, Celeste Fernandez, Commissioner René Flowers, Chris Owens, Debbie Passerini, Dr. Rebecca Sarlo

**Board Counsel**

Stephanie Marchman

**Tucker/Hall – Marketing**

Lauren Steif

**Thomas Howell Ferguson P.A. CPAs**

Allison Harrell

**Staff in Attendance**

Jennifer Brackney, Steven Meier, April Torregiante, Jacqueline DuChene-Heyward, Kris Lucas, Leah Geis

**Public Comments**

There were no public comments.

**Chair's Report**

Board Chair, Barclay Harless, received a possible whistleblower complaint on October 29<sup>th</sup>, 2021, via email. Under this organization's whistleblower policy, in the employee handbook, which was adopted by the board, it provides for the board chair to conduct an investigation he deems appropriate including requesting the assistance of an outside investigator in circumstances where the CEO is the complaint party's direct supervisor or the complaining party is the CEO. In accordance with this policy, Barclay Harless requested the assistance of an outside investigator to investigate the matter. He requested David Harvey, who is a partner at a Tampa law firm Lewis Brisbois. He is a board-certified labor and employment lawyer has provided legal representation for CareerSource Pinellas in the past.

Barclay Harless request from the board, the possible engagement of Mr. Harvey. Needs to see if Mr. Harvey's services would be contained in our insurance policy. If the insurance does not cover such an investigation, Barclay Harless requests that the board approve the hiring of Mr. David Harvey to ratify all actions taken to date on behalf of CareerSource Pinellas up to the amount of \$20,000. Mr. Harvey agreed to maintain the hourly rates that he would if he was paid by our insurance.

Upon Mr. Harvey's completion of the investigation, the complaint and findings will be brought before the board for final decision in accordance with our policy. While the investigation is active and open, all information related to the investigation is confidential and exempt by law. For more information, please see Florida Statute 119.071(2)(k). Any questions you may have can be directed to our general counsel, Ms. Stephanie Marchman.

## RECOMMENDATION

Barclay Harless offered a motion to request board approval for the hiring of Mr. David Harvey to ratify all actions and approve an amount up to \$20,000.

Motion:	Michael Jalazo
Second:	Mark Hunt

*The motion that Barclay Harless offered up to the board, requesting the board's approval for the hiring of Mr. David Harvey to ratify all actions and approve an amount up to \$20,000, was approved.*

NOVEMBER 2021

## CHAIRMAN'S REPORT



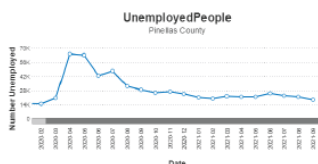
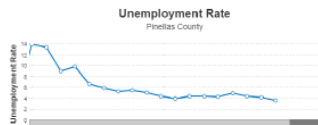
Updates for the Board of CareerSource Pinellas



### CAREERSOURCE PINELLAS SUCCESS STORY

#### Florida Unemployment: At A Glance

The Pinellas County unemployment rate is 3.6%, which is 1.3% lower than the state unemployment rate of 4.9%. In September, there were 18,825 unemployed residents of Pinellas County of a workforce of 515,219 people.



We are pleased to share that CareerSource Pinellas has been recognized by Thrive by Five with a 2021 Family Friendly Pinellas Award for our family-friendly employment policies.

This countywide pilot program to recognize family-minded employers lays the groundwork for tomorrow's workforce, promotes a strong workforce today, and builds human capital across generations, to help ensure a prosperous and sustainable Pinellas.

Being distinguished in our community for having employment policies which support our Team Members with young children speaks volumes about the organization's priorities and culture.

We thank our former HR Director, Jaclyn Reilly, for submitting this nomination on behalf of CareerSource Pinellas.



#### Program Update: By the Numbers

**6,684** Individuals at Career Resource Centers

**1,303** Employers Served

#### Florida Consumer Sentiment Index

Consumer confidence among Floridians dropped for a second consecutive month in September to 76.1, its lowest level in almost eight years. The current consumer sentiment is half a point lower than the levels recorded in May 2020, at the beginning of the coronavirus pandemic's impact to Florida's economy.



Compared to beliefs a year ago, Floridians' views of personal financial situations decreased 1.6 points from 72.7 to 71.1. Expectations for personal finances in a year increased 6 points to 97.1. Women and people over 60 generally reported less-favorable opinions.

#### Legislation to Know

During the 2021 legislative session, HB 1507 made significant changes to workforce development at the state and local levels to improve transparency and accountability.

On Sept. 21, the Governor's Office of Reimagining Education and Career Help presented an update to the House Committee on Secondary Education and Career Development on its implementation.

Job seekers in Pinellas County and across Florida deserve the best in education and employment opportunities so that they may gain long-term self-sufficiency.



#### Partner Highlights



On Sept. 30, CareerSource Pinellas partnered with St. Petersburg College to offer a Fall Career Fair at their EpiCenter in Clearwater. The turnout was phenomenal -- approximately 275 job seekers attended, with 28 employers and five training providers on site.

"I wanted to let you know that William started yesterday and is doing awesome!" Melissa Huck - FRS Team  
 "Probably the best hiring event we've seen in years. Quality candidates and very well put together." Tracy - Vangard



#### CEO Report

#### Workforce Development Summit

The annual Workforce Development Summit is the pinnacle of learning experiences. It convenes workforce professionals from across the state for strategic dialogues, insights into best practices within the industry and beyond, trend analysis and future-scaping, and the most comprehensive networking that exists in the workforce development arena. Michelle Binette was nominated by the Leadership Team for the Champion Award. This award is given to a frontline team member who provides services to customers. Michelle Binette is a Coordinator and has been with the organization since 2010.

## **2021 Florida Veterans Workforce Summit**

The Veterans Team had the opportunity to attend the 2021 Florida Veterans Workforce Summit. It convenes veteran professionals from across the state for strategic dialogues, insights into best practices within the industry, and offers the opportunity for training and networking.

## **Legislative Update – HB 1507 Implementation**

During the 2021 legislative session, House Bill 1507 made significant changes to workforce development at the state and local levels to improve transparency and accountability.

On September 21, the Governor's Office of Reimagining Education and Career Help presented an update to the House Committee on Secondary Education and Career Development on its implementation.

## **Reimagining Education and Career Help (REACH)**

**Vision:** Addresses the evolving needs of Florida's economy by increasing the level of collaboration and cooperation among state businesses and education communities while improving training within and equity and access to a more integrated workforce and education system for all Floridians, [FL Statute 14.36](#)

**Partners:** Executive Office of the Governor, CareerSource Florida, Florida Department of Education, Florida Department of Economic Opportunity, and Florida Department of Children and Families.

### **REACH Act: What it Does:**

- New REACH Office
- Strengthens Partnerships
- Labor Market Estimating Conference
- Credential Review Committee
- No Wrong Door
- Open Doors Grants
- Increased Accountability
  - Money-Back Guarantee
  - Letter Grades
  - Disclosures
  - Performance expectations and reporting for education and public assistance programs
  - Board member – term limits

### **Results and Key Metrics (2021-2022)**

- 6,684 Individuals visited the Career Resource Centers
- 1,129 Businesses connected with business services
- 1,019 Individuals received a referral for employment through Employ Florida
- 350+ Job seekers attended onsite career fairs and recruiting events
- 4,412 Individuals attended career and professional workshops
- 478 Placements in employment through Employ Florida
- 408 Individuals enrolled in WIOA training programs

### **HR Updates**

We currently have a total of 62 employees providing career and business services throughout Pinellas County, including 47 CareerSource Pinellas employees and 15 DEO state-merit employees. During the past 14 months, the majority, 64% of the turnover has been due to resignations. Of the resignations, 50% had active coaching/corrective action. There were two retirements, three positions eliminated due to COVID, two employees were discharged, and one of our team members passed away. We currently have 47 CareerSource Pinellas employees and 15 DEO state-merit employees.

### **Career Resource Center Workshops**

CareerSource Pinellas hosted 129 workshops with over 4,412 individuals attending. These workshops help individuals develop clarity, and action plans to connect their interests and abilities with career opportunities. Most workshops are held virtually via Zoom through our partnership with SPC.

### **Fall Career Fair with SPC**

**August 25:** Hosted a Career Fair at Mid-Town.

**September 30:** Partnered with St. Petersburg College to offer a Fall Career Fair at their EpiCenter in Clearwater. The turnout was phenomenal -- approximately 350 job seekers attended the events, with 58 employers and five training providers on site.

### **YouthBuild**

We are very proud of the YB Team and the success of this program. It has been offered in partnership with Pinellas County Schools and many other community partners. YouthBuild Tampa Bay is designed to provide students with the opportunity to learn while they earn.

### **Paychecks for Patriots**

CareerSource Pinellas will participate in the 9th Annual Paychecks for Patriots hiring event on Tuesday, November 30. Over the past eight years, more than 6,756 veteran candidates and military family members have participated in Paychecks for Patriots events. This special statewide hiring fair is a partnership between the Florida Department of Economic Opportunity, the Florida National Guard, the Florida Department of Veterans' Affairs, participating Florida employers, and CareerSource Florida. The event, being held at the EpiCenter location, will provide many veterans with meaningful employment from businesses who are dedicated to assisting veterans and their families find careers that match their unique skills and aspirations.

### **Thrive by Five Recognition**

In October, Thrive by Five Pinellas recognized CareerSource Pinellas for our family-friendly employment policies at their Family-Friendly Business Awards Ceremony. Thrive by Five is a community-based organization committed to preparing children for kindergarten and celebrates organizations in our community who are taking the lead in creating a comprehensive childcare system by implementing these family-friendly policies in their workplaces. We thank our former HR Director, Jaclyn Reily, for submitting this nomination on behalf of CareerSource Pinellas.

### **Workforce Development and Economic Development**

We welcome and congratulate Dr. Cynthia Johnson to the position of Director of Pinellas County Economic Development. We are also excited to expand the partnership with the St. Petersburg Area Economic Development Corporation (EDC). We look forward to working with economic development to expand opportunities to work together on behalf of the residents in Pinellas County. We are privileged to work with Pinellas Economic Development and St. Petersburg Area EDC in Pinellas County to support businesses and meet their employment needs.

### **Performance**

These 18 Primary Indicators measurements is how USDOL and DEO evaluate the performance of LWDBs. Based on a change in DEO policy, limiting time for extending participation, there was an increase in the number of participants exited from the program in PY'20-21. These participants were the last of the participants on the rolls from previous practices. Last year, CareerSource Pinellas exceeded 14 measures, met 1 measure and there were three performance measures not met. Because Primary Indicators are lagging indicators, those participants that exited last program year are now measured this program year, based on 2<sup>nd</sup> and fourth quarter after exit employment status. This program year (PY'21-22), there are 15 performance measures exceeding, 1 meeting and 2 not meeting. It is important to maintain contact with all the participants that exited the program to help ensure they maintain employment for 2<sup>nd</sup> and 4<sup>th</sup> quarter. There will be a focus on working with these individuals this year. Additionally, it is extremely important that our frontline team members understand that the services that they provide and the number of placements that occur, directly impact performance/primary indicators. The team must provide career services, help individuals find employment, and then, ensure they keep employment for 2<sup>nd</sup> and 4<sup>th</sup> quarter after exit or LWDB 14 will not meet performance. We have to serve customers with heart, and with a focus

on results/performance metrics. Focusing on primary indicators, and the individual team member's impact on performance, is a culture shift for the team at CareerSource Pinellas.

**Transitions in the Works – IT**

- Information Technology: Transition from CTS to LinkTech
- Electronic Data Management System: Transition from CTS ATLAS to Employ Florida
- Migrate EDMS: Migrate data from CTS ATLAS to Employ Florida
- Kiosk Greeter System: Transition from CTS Kiosk to Employ Florida's Virtual One-Stop VOSGreeter Module
- Website: Transitioned from CTS hosted site to Blue Host
- CyberSecurity: Transitioned from CTS to Abacode

**Transitions in the Works – Programs and Operations**

- Case Management System: Transition from ATLAS to Employ Florida
- Case Management Process: Transition from Decentralized to Centralized
- Remote Work: Transition all team members from remote to in-person

**Transitions in the Works – Performance Measures**

- Performance Measures: Transition to DEO Policy "limits extending participation"
- Performance Measures: Accountability/ownership and goals/metrics at every level

**Action Item 1 – Approval of the Minutes – 9.8.21 Board of Directors**

The minutes of the September 8, 2021, Board of Directors meeting were presented for approval.

**Discussion:** None

Motion:	Jack Geller
Second:	Scott Thomas

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

**Action Item 2 – General Counsel Performance Review**

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

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

The recommendation from this Committee will be presented to the Board of Directors on November 17, 2021. Performance Review: The members of the Ad Hoc CEO/Counsel Committee requested that the CEO of CareerSource Pinellas, complete the performance review, adding her comments prior to submitting it to the Ad Hoc Committee for consideration.

The CEO draft Performance Review is enclosed. Five Legal Services Summary and Litigation Report memorandums are in the board packet.

**RECOMMENDATION**

Approval of the General Counsel Performance Review for Stephanie Marchman, Gray|Robinson for the PY'2020-2021.

**Discussion:** None

Motion:	Jack Geller
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Second:	Mark Hunt
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*The Board of Directors made a motion to approve of the General Counsel Performance Review for Stephanie Marchman, Gray|Robinson for the PY'2020-2021.*

**ACTION ITEM 3 – General Counsel Letter of Engagement Renewal**

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

Based on the General Counsel Performance review, the renewal of the Letter of Engagement for a two-year period is allowable. The Letter of Engagement expires on 11/30/2021. The actual letter of engagement is included the board packet.

**RECOMMENDATION:** Approval of the General Counsel Letter of Engagement Renewal for Ms. Stephanie Marchman, Gray|Robinson for a two-year period, effective as of 12/1/2021 through 11/30/2023.

**Discussion:** None

Motion:	David Fetkenher
Second:	Michael Logal

*The Board of Directors made a motion to approve of the General Counsel Letter of Engagement Renewal for Ms. Stephanie Marchman, Gray|Robinson for a two-year period, effective as of 12/1/2021 through 11/30/2023.*

**ACTION ITEM 4 – PY'2021 – 2022 General Counsel Performance Goals**

As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee conducted the annual review of performance for the General Counsel. The Performance Review provided the annual goals, initiatives, actions to be taken, and metrics.

The PY'2021-2022 General Counsel Performance Goals are attached.

**RECOMMENDATION**

Approval of the PY'2021-2022 General Counsel Performance Goals.

**Discussion:** None

Motion:	Mark Hunt
Second:	Scott Thomas

*The Board of Directors made a motion to approve of the PY'2021-2022 General Counsel Performance Goals. The motion carried unanimously. There was no further discussion.*

**ACTION ITEM 5 – CEO Performance 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, which 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. 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 recommendation from this Committee was presented to the Board of Directors on November 17, 2021.

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

**RECOMMENDATION**

Approval of the CEO Performance Review for Ms. Jennifer Brackney for the PY'2020-2021.

**Discussion:** None

Motion:	Mark Hunt
Second:	David Fetkenher

*The Board of Directors made a motion to approve of the CEO Performance Review for Ms. Jennifer Brackney for the PY'2020-2021.*

**ACTION ITEM 6 – CEO 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, which provided the annual goals, initiatives, actions to be taken, and metrics.

Grantee-Subgrantee Agreement

The Grantee-Subgrantee Agreement between Florida Department of Economic Opportunity and CareerSource Pinellas states that:

- No changes to compensation for executive staff of the Board are allowed without documented Board approval and must be in alignment with local policies and procedures. The Board shall ensure that all bonuses, pay raises, and benefits are reasonable and necessary for the successful performance of the award and are a prudent use of federal funds.

Reimagining Education and Career Help Act (HB 1507)

Additionally, during this past regular legislative session, House Bill 1507 (Workforce Related Programs and Services) was passed. The bill took effect on July 1, 2021. In part, the bill made several changes to Section 445.007, Florida Statutes, related to local workforce development boards, that affect the recently revised grantee/subgrantee agreement including issues around reporting of compensation originally required by Executive Order 20-44. This bill adds subsection (13) to Section 445.007 that clarifies and adds additional requirements to the executive order.

- A compensation schedule is due to DEO within 30 days after the end of the board's fiscal year. The schedule will be based on the fiscal year, not the calendar year.
- The list of Board employees to be included in the schedule is expanded to include executives, officers, directors, trustees, key employees, and the highest compensated employees.
- A declaration from the CFO (or designee) attesting to the truthfulness of the information on the schedule is required.
- The schedule must be published on the board's website for a period of three years after its first publication.

2020 and 2021 Salary Cap Information

The Consolidated Appropriations Act, 2021 (Public Law 116-260), signed into law on December 27, 2020, restricts the amount of direct salary that may be paid to an individual under a Federal grant, cooperative agreement, or applicable contract to a rate no greater than Executive Level II of the Federal Executive Pay Scale. **Effective January 2021, the Executive Level II salary level is \$199,300 (formerly \$197,300 in 2020).**

An individual's institutional base salary is not constrained by the legislative provision for a limitation of salary. The rate limitation simply limits the amount that may be awarded and charged to Federal awards. For individuals whose salary rates are in excess of Executive Level II, the non-federal entity may pay the excess from non-federal funds.

Every year, each local workforce development board is required to complete a spreadsheet of executive salaries and Certify by the CEO and CFO that no salaries in excess of the cap have been charged to Federal grants whether directly charged or charged through indirect cost rates. The spreadsheet and certification are submitted to DEO by March 31.

Comprehensive Review

The Compensation Review approved by the Board of Directors on June 5, 2019, outlines the Job Title Families with their assigned Grade Level and associated salary range (Exhibit H). **The Chief Executive Officer (CEO) is a Grade Level 221 with an associated salary range of \$142,149 (minimum), \$184,794 (mid) and \$227,438 (max).**

Executive Staff Salary

The purpose of today's discussion is the approval of the annual performance review and the range for the merit increase/one-time performance stipend of 0%-5% for the CEO.

\*On May 19, 2021, the Board of Directors approved the award of 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.

**RECOMMENDATION**

Approval of the compensation, 5%, for Ms. Jennifer Brackney, CEO effective December 1, 2021, through

Employee	Position	Salary Effective:		Increase	
		12/1/2020	12/1/2021	Dollar	Percentage
Jennifer Brackney	CEO	\$188,475.30			0-5%

November 30, 2022, for presentation and approval by the Board of Directors on November 17, 2021.

**Discussion:** There was discussion among several board members regarding the compensation.

Motion:	David Fetkenher
Second:	Mark Hunt

*The Board of Directors made a motion to approve of the compensation, 5%, for Ms. Jennifer Brackney, CEO effective December 1, 2021, through November 30, 2022, for presentation and approval by the Board of Directors on November 17, 2021. Barclay Harless opposed the 5% increase. The motion passed. There was no further discussion.*

**ACTION ITEM 7 – PY'2021 – 2022 CEO Performance Goals**

As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee will conduct the annual review of Performance for the CEO. The Performance Review provides the annual goals, initiatives, actions to be taken, and metrics. The CEO Performance Goals are attached.

**RECOMMENDATION**

Approval of the PY'2021-2022 CEO Performance Goals.

**Discussion:** Chair Harless put forth a motion to create an RFP or RFQ for a 3<sup>rd</sup> party vendor to conduct a 360-degree review of internal management of the organization. The motion did not pass. Ms. Flowers suggested an



internal culture survey instead of a 360-degree review, stating that she felt there were a host of external factors that contributed to resignations. Some of those outside influencers she felt played a role in resignations were mental health factors, family issues, starting their own businesses and COVID-19. Ms. Flowers stated there were many different things that played on their performance and employment. Commissioner suggested that the culture survey be tailored to CareerSource Pinellas and the values and objectives of our organization. Chair Harless volunteered to help set up the survey with the assistance of Human Resources. Ms. Brackney recommended that the compensation committee be involved in creating the survey, as they have had a hand in internal employee surveys in the past. Mr. Logal made an official motion for the creation of an internal culture survey. Ms. Flowers seconded the motion.

Motion:	Belinthia Berry
Second:	Michael Jalazo

*The Board of Directors made a motion to approve of the PY'2021-2022 CEO Performance Goals. The motion carried unanimously. There was no further discussion.*

**ACTION ITEM 8 – Annual 401 (k) Plan Audit – Financial Statements and Supplemental Schedule and Report to Those Charged with Governance**

WorkNet Pinellas, Inc. 401k Plan is required to have an annual audit by an Independent CPA firm. The Audit Committee approved Thomas Howell Ferguson P.A. to perform a limited scope audit of the 2020 financial statements at its April 29, 2021, meeting and the Board of Directors followed up with their approval at the May 19, 2021, 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 Thomas Howell Ferguson P.A. 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. Thomas Howell Ferguson P.A. did perform audit procedures on employee eligibility, employer and employee contributions, employee loans, etc. Their responsibility is to express an opinion on the 2020 financial statements based on conducting the audit in accordance with auditing standards generally accepted in the United States. Because Thomas Howell Ferguson P.A. performed a limited scope audit, they did not express an opinion on the 2020 financial statements.

The attached financial statements were filed with Department of Labor, along with the organization’s Form 5500, by the filing deadline of October 15, 2021. If any changes are required to the audit report, an amended audit report will be filed. The Department of Labor allows amended audit reports to be filed without penalty as long as Form 5500 is filed timely.

**RECOMMENDATION**

Approval of the enclosed WorkNet Pinellas, Inc. 401(k) Plan Financial Statements and Supplemental Schedule for the years ended December 31, 2020, and 2019.

**Discussion:** None

Motion:	Mark Hunt
Second:	David Fetkenher

*The Board of Directors made a motion to approve of the enclosed WorkNet Pinellas, Inc. 401(k) Plan Financial Statements and Supplemental Schedule for the years ended December 31, 2020, and 2019. The motion carried unanimously. There was no further discussion.*

**ACTION ITEM 9 – DEO Internal Control Questionnaire**

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. However, DEO extended the deadline to November to allow the CareerSource Pinellas Audit Committee and Board to review and approve the ICQ at their October and November meetings, respectively. Some of the new controls implemented during the last year were as follows:

- Implemented many IT strategic initiatives that strengthened access and physical controls over IT processes
- Hired external firm to perform semi-annual internal monitoring
- Improved and strengthened Sub-recipient monitoring
- Elimination of supportive service cards

Employee	Position	Salary Effective:		Increase	
		7/1/2020	7/1/2021	Dollar	Percentage
Steve Meier	CFO	\$ 131,250.34	\$ 137,812.74	\$ 6,562.40	5.0%

- Renewed 24/7/365 cyber-security monitoring

**RECOMMENDATION**

Approval of the enclosed 2021-2022 Internal Control Questionnaire and Assessment.

**Discussion:** None

Motion:	Jack Geller
Second:	Patricia Sawyer

*The Board of Directors made a motion to approve of the enclosed 2021-2022 Internal Control Questionnaire and Assessment. The motion carried unanimously. There was no further discussion.*

**ACTION ITEM 10 – Executive Compensation**

The Grantee-Subgrantee Agreement between Florida Department of Economic Opportunity and CareerSource Pinellas states that:

No changes to compensation for executive staff of the Board are allowed without documented Board approval and must be in alignment with local policies and procedures. The Board shall ensure that all bonuses, pay raises, and benefits are reasonable and necessary for the successful performance of the award and are a prudent use of federal funds.

The purpose of this requirement is full and open disclosure that the Board is specifically aware of the compensation for executive staff. At the May 19, 2021, Board meeting, the Board approved the Annual Evaluation process and the range for either merit increases or one-time performance stipends of 0%-5%. All employees' merit increases or performance stipends were within the approved range including the organization's Chief Financial Officer, Steve Meier, who is considered part of the executive staff.

**RECOMMENDATION**

Approval of the Chief Financial Officer's salary of \$137,812.74, effective July 1, 2021, to comply with the requirements of DEO's Grantee-Subgrantee agreement.

**Discussion:** None

Motion:	David Fetkenher
Second:	Belinthia Berry

*The Board of Directors made a motion to approve of the Chief Financial Officer's salary of \$137,812.74, effective July 1, 2021, to comply with the requirements of DEO's Grantee-Subgrantee agreement. The motion carried unanimously. There was no further discussion.*

**ACTION ITEM 11 – CareerSource Pinellas: One-Stop Operator and Workforce Services**

CareerSource Pinellas continues to navigate change as the organization maintains ongoing efforts to raise the bar and reinforce a culture of integrity, accountability, and transparency.

CareerSource Pinellas would like to initiate the process for exploring available, alternative options for managing day-to-day operations of multiple Career Resource Centers in Pinellas County, Florida and for delivering a broad range of federally mandated workforce services to employers and job seeking customers in the region in accordance with the federal Workforce Innovation and Opportunity Act (WIOA) and other governing laws and rules.

**Background:** CareerSource Pinellas currently provides direct services as approved by CareerSource Florida. CareerSource Pinellas is the employer of record for 47 employees and manages the DEO state merit and veteran staff. The entity currently contracted to serve as the one-stop operator is Kaiser Group, Inc. dba Dynamic Works.

The primary objective is to provide a high quality, integrated workforce services program using a model of operation that is responsive to the needs of employers and residents of Pinellas County. At present, CareerSource Pinellas has five career center locations strategically located in Pinellas County. Currently, two of the three Career Resource Centers are considered full-service centers. The full-service locations include the integrated employment and career development system coordinated and structured by CareerSource Pinellas. Currently, satellite career center services consist of case management services, walk-in services, and delivery of other basic services (resume writing, job search, etc.).

The Career Resource Centers have two primary customers: employers and job seekers. The Career Resource Centers also provide job seeker customers with training and employment opportunities using an integrated case management system for the delivery of workforce services to customers eligible under Welfare Transition (WT); Workforce Innovation and Opportunity Act (WIOA); Supplemental Nutrition Assistance Program (SNAP); Trade Adjustment Assistance, (TAA); Wagner-Peyser (WP); Veteran; and Reemployment Services and Eligibility Assessment (RESEA) programs.

CareerSource Pinellas is also designated as the administrative entity and grant recipient for federal workforce investment programs in Pinellas County, Florida.

**RECOMMENDATION**

To initiate the process for exploring available, alternative options for managing day-to-day operations of multiple Career Resource Centers in Pinellas County, Florida and delivering a broad range of federally mandated workforce services to employers and job seeking customers in the region in accordance with the federal Workforce Innovation and Opportunity Act (WIOA) and other governing laws and rules.

**Discussion:** None

Motion:	Mark Hunt
Second:	Michael Logal

*The Board of Directors made a motion to approve the initiation of the process of exploring available, alternative options for managing day-to-day operations of multiple Career Resource Centers in Pinellas County, Florida and delivering a broad range of federally mandated workforce services to employers and job seeking customers in the region in accordance with the federal Workforce Innovation and Opportunity Act (WIOA) and other governing laws and rules. The motion carried unanimously. There was no further discussion.*

**ACTION ITEM 12 – Contract Award/Vendor Selection for IT Services**

The Board approved the issuance of a Request for Proposal (RFP) for a qualified IT Services Vendor. CareerSource Pinellas followed standard procurement processes and solicited proposals from qualified and experienced entities to provide IT Services. Each proposal was reviewed by the CareerSource Pinellas review team. Paul Ashe, the vCIO, was part of the evaluation team.

Results of review:

<b>Proposer</b>	<b>Overall Score</b>	<b>First Year Cost</b>
Link Tech Computer Services, LLC	92.0	243,000
Network People, Inc.	86.6	280,865
Plexos Group, LLC	74.8	270,000
BleuStream Corp	72.0	159,000
Ricoh-USA, Inc.	62.8	112,725
Newgentek LLC	54.8	429,219

The incumbent firm, Complete Technology Systems, did not submit a proposal. Their current charge is \$23,242, monthly, or \$278,903, annually. The evaluation team requested the two highest scoring vendors, Link Tech Computer Services and Network People, to submit a project plan to onboard CareerSource Pinellas if selected as a vendor.

Based on overall score, knowledge of our network, previous experience performing projects for CareerSource Pinellas offers, proximity to our locations, total cost, onboarding project plan, and understanding of our IT needs, we recommend contracting with Link Tech Computer Services, LLC.

**RECOMMENDATION**

Approval to enter into contract negotiations and award a contract for the provision of IT Services with Link Tech Computer Services, LLC, for a one-year term commencing January 1, 2022, with up to three one-year renewals. The annual contract amount in the first year will not exceed \$225,000, with 5% maximum annual cost-of-living adjustments, plus \$18,000 for one-time onboarding fees.

**Discussion:** None

Motion:	Mark Hunt
Second:	Michael Jalazo

*The Board of Directors made a motion to approve to enter into contract negotiations and award a contract for the provision of IT Services with Link Tech Computer Services, LLC, for a one-year term commencing January 1, 2022, with up to three one-year renewals. The annual contract amount in the first year will not exceed \$225,000, with 5% maximum annual cost-of-living adjustments, plus \$18,000 for one-time onboarding fees. The motion carried unanimously. There was no further discussion.*

**ACTION ITEM 13 – Contract Amendment for vCIO**

The Board approved the hiring of a virtual Chief Information Officer (CIO) to act as the central point of contact for information technology services at the July 15, 2020, Board meeting. Securance, LLC, was hired effective July 30, 2020, for a period of one year unless terminated or extended by mutual written agreement by both parties. The contract was extended through June 30, 2022. The current amount available for this program year is \$67,750. However, through September 30, 2021, expenses have been \$38,850. The migration of shared drives and home drives to SharePoint and One Drive has resulted in more time than expected to manage the project. As a result, funds will be extinguished over the next couple of months. With selection and transition to a new IT provider, it is important to have the CIO available to manage this transition.

2020 IT Accomplishments

- Procured, provisioned, and distributed 75 new laptop computers
- Migrated ATLAS, Email (O365), and anti-virus to the cloud
- Reduced monthly network monitoring cost by 40%

**2021 IT Strategic Goals**

- Install new and improved firewalls
- Procure and install new network switches
- Continue cloud migration by moving file services
- Proactively work with CSP business leaders to provide IT solutions
- Issue RFP for IT services and manage transition to new manage service provider

**RECOMMENDATION**

Approval to amend contract for Securance LLC, for an additional amount of \$45,000, with total not to exceed \$106,600 through June 30, 2022.

**Discussion:** None

Motion:	Jack Geller
Second:	Mark Hunt

*The Board of Directors made a motion to approve of amending the contract for Securance LLC, for an additional amount of \$45,000, with total not to exceed \$106,600 through June 30, 2022. The motion carried unanimously. There was no further discussion.*

**ACTION ITEM 14 – Budget Modification for PY’2021 – 2022 – Budget Modification 1 – Budget Modification Presentation Updated**

**REVENUE:**

Total budgeted revenues estimated to increase from \$9,220,310 to \$9,665,948 for an overall increase of \$445,638,424; or 4.8%.

**Workforce Innovation and Opportunity Act (WIOA) Programs (Total decrease of \$63,936:**

- Changes in actual amounts carried over to 2021-2022 from June 30, 2021:
  - COVID Dislocated Worker grant - \$39,000
  - Apprenticeship Expansion grant - \$20,000
  - Apprenticeship Navigator grant - \$12,000
- Rapid Response grant - \$116,000
  - New grant awarded from DEO
- Budgeted WIOA Supplemental Grant (\$250,000) consistent with prior years. Per DEO, there will not be any Supplemental Grants this fiscal year.

**Welfare Transition:**

- Increase in Welfare Transition - \$531,574
  - Increased funding from DEO and increased amount carried over to 2021-2022

**Employment Services**

- Recovery Navigator - \$102,000
  - New grant awarded from DEO

**YouthBuild – Department of Labor**

- Decrease in spending due to COVID; grant ends May 2022

**EXPENSES:**

Total budgeted expenses estimated to increase from \$9,120,785 to \$9,566,422 for an overall increase of \$445,638.

**Personnel Expenses**

- Personnel Expenses expected to decrease \$328,000, or 7.8% from original budget
  - Changes in the mix of the hiring positions that were in the original budget

**Program Expenses**

- Outreach/Marketing increasing \$25,000
  - Employer outreach associated with Rapid Response grant
- On-the-Job Training (OJT) increasing \$451,000
  - Represents Welfare Transition Summer PAYS Youth program for spending that already occurred during 2021 and anticipated spending for 2022 program.
- Dislocated Worker Grant (DWG) Work Experience increase of \$41,000
  - Increase due to carry over funding from 2020-2021
- Apprenticeships increase of \$14,000 grant - \$1,350,000
  - Increase due to carry over funding from 2020-2021
- Customer Training increasing \$20,000
  - Training associated with Recovery Navigator grant

**Professional Fees**

- Governmental Relations Fees increased \$10,000
- Professional Services increasing \$25,000
  - Represents increased Tucker Hall (PR/Marketing expenses)
- Contract Labor increased \$148,000
  - Virtual Chief Information Officer - \$68,000; due to higher involvement with 2021 strategic initiatives and transition to new IT service provider
  - Manpower - \$17,000; contract-to-hire position for administrative assistant
  - Compensation Review - \$37,500 (estimated); approved at Compensation Committee
  - Summer PAYS teachers for both 2021 and 2022 programs - \$38,000

**Occupancy**

- Increased repairs and maintenance (\$17,000) represents painting of St. Petersburg career center

**License, Dues and Other Fees**

- Increased Staff Training/Education (\$19,575) represents renewal of annual cyber training for staff

**RECOMMENDATION**

Approval to amendment revenue budgets and resultant modifications to the expenditures budgets.

**Discussion:** None

Motion:	Michael Logal
Second:	John Howell

*The Board of Directors made a motion to approve of an amendment to the revenue budgets and resultant modifications to the expenditures budgets. The motion carried unanimously. There was no further discussion.*

**ACTION ITEM 15 – Contract Amendment with Gray|Robinson – Governmental Relations Service**

There has been a considerable amount of legislative activity regarding workforce-related programs and services. Representation during upcoming legislative sessions continues to be a priority with a partner taking a laser-focused approach on behalf of CareerSource Pinellas and our region’s unique position.

The Board approved the recommendation to amend the current contract with Gray|Robinson to include governmental relations at the March 17, 2021, meeting. Chris Carmody, Gray|Robinson, has substantial experience handling governmental relations matters. Mr. Carmody is the governmental relations partner that played an instrumental role which helped navigate through the channels, read through each bill to highlight areas of concern, and met with key legislators and staff to represent CareerSource Pinellas.

By continuing to work with Mr. Carmody, we will have a voice in the discussions; one that is both focused on CareerSource Pinellas and the region while partnering on behalf of the workforce system in Florida.

Governmental relations is not an allowable activity with grant funds. It is allowable to utilize private/unrestricted funds for this purpose. The current contract was for a flat fee of \$25,000 broken out into five monthly payments through August 31, 2021. Through the end of August 2021, the organization expended \$20,225 for government relations services.

**RECOMMENDATION**

Approval to amend the existing contract with Gray|Robinson Government Relations Services for an amount not to exceed \$25,000 and re-engage and expand the scope of services to include Governmental Relations for CareerSource Pinellas through June 30, 2022.

**Discussion:** None

Motion:	Michael Jalazo
Second:	Patricia Sawyer

*The Board of Directors made a motion to approve to amend the existing contract with Gray|Robinson Government Relations Services for an amount not to exceed \$25,000 and re-engage and expand the scope of services to include Governmental Relations for CareerSource Pinellas through June 30, 2022. The motion carried unanimously. There was no further discussion.*

**ACTION ITEM 16 – Work-Based Learning RFP/Youth Work-Based Training**

Request for Proposals (RFP) for work-based training for youth. Youth work-based training will serve Pinellas eligible youth who are in-school youth, ages 16-19 years old, and/or out of school youth ages 18-24 years old. Eligibility may be determined as Workforce Innovation and Opportunity Act (WIOA) Youth and/or Temporary Assistance for Needy Families (TANF). The work-based training and learning activities will take place from March 2022 through July 2022.

Work-based learning serves as a bridge between academics and real-world application of knowledge and skills. Students are expected to learn a concept and apply the concept in an authentic real-world way. These real-world projects may be focused on a community need, a challenge from a local business or industry, or a nonprofit organization. The overarching idea is that the true learning occurs when students “do something” or apply the connects they are learning an authentic “real-world” manner.

Generally, work-based learning is structure on a continuum that includes awareness, exploration, and preparation experiences, combined with an individual’s interests, aspirations, and goals. The continuum includes supporting activities and career-specific work-based learning activities.

**RECOMMENDATION**

Approval of the issuances of a Request for Proposals for Youth Work-Based Training.

**Discussion:** None

Motion:	Michael Logal
Second:	Belinthia Berry

*The Board of Directors made a motion to approve of the issuances of a Request for Proposals for Youth Work-Based Training. The motion carried unanimously. There was no further discussion.*

**ACTION ITEM 17 – Policy Approval – WIOA Administrative Policy 091 – Local Workforce Development Board Composition and Certification**

The Florida Department of Economic Opportunity (DEO) has instituted a new process related to Local Operating Procedures (LOPs) that coincides with the release of new administrative policies. The goal of this new process is to ensure DEO is providing the oversight and support needed for Local Workforce Development Boards (LWDBs)

to administer and operate workforce programs in a manner that meets federal and state requirements. The process creates a timeline for introducing new and revising current administrative policies issued by DEO.

The revised WIOA Administrative Policy 091 is presented to the LWDB following this new process. There will be more to follow.

Based on the re-issuance of WIOA Administrative Policy 091, this Administrative Policy with LOPs includes all the DEO administrative policy requirements.

Highlighted changes to align with the requirements of the Reimagining Education and Career Help (REACH) Act:

- References updated LWDB Chairperson requirements linked to Administrative Policy 110, concerning Board Governance.
- Limits LWDB Board members to service terms of no more than eight (8) consecutive years for service terms commencing after July 1, 2021, with the exception of government entity representatives.
- Redefines “For Cause” to include gross mismanagement and waste.

**RECOMMENDATION**

Approval of WIOA Administrative Policy 091 - Local Workforce Development Board Composition and Certification with Local Operating Procedures (LOPs).

**Discussion:** None

Motion:	Michael Jalazo
Second:	John Howell

*The Board of Directors made a motion to approve of WIOA Administrative Policy 091 - Local Workforce Development Board Composition and Certification with Local Operating Procedures (LOPs). The motion carried unanimously. There was no further discussion.*

**ACTION ITEM 18 – Policy Approval – TAA Administrative Policy 101 – Trade Adjustment Assistance Training and Other Activities Funding**

The Florida Department of Economic Opportunity (DEO) has instituted a new process related to Local Operating Procedures (LOPs) that coincides with the release of new administrative policies. The goal of this new process is to ensure DEO is providing the oversight and support needed for Local Workforce Development Boards (LWDBs) to administer and operate workforce programs in a manner that meets federal and state requirements. The process creates a timeline for introducing new and revising current administrative policies issued by DEO.

The Trade Adjustment Assistance (TAA) Administrative Policy 101 is presented to the LWDB following this new process. There will be more to follow.

Based on the release of TAA Administrative Policy 101, this Administrative Policy with LOPs includes all the DEO administrative policy requirements.

Highlights:

- Communicates the requirements for TAA training and other activities, and the procedures associated with training, case management, job search and relocation, and administrative funds.

**RECOMMENDATION**

Approval of WIOA Administrative Policy 101 – Trade Adjustment Assistance and Other Activities Funding with Local Operating Procedures (LOPs).

**Discussion:** None

Motion:	Michael Jalazo
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Second:	Mark Hunt
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*The Board of Directors made a motion to approve of WIOA Administrative Policy 101 – Trade Adjustment Assistance and Other Activities Funding with Local Operating Procedures (LOPs). The motion carried unanimously. There was no further discussion.*

**ACTION ITEM 19 – Policy Approval – WIOA Administrative Policy 110 – Local Workforce Development Area and Board Governance**

The Florida Department of Economic Opportunity (DEO) has instituted a new process related to Local Operating Procedures (LOPs) that coincides with the release of new administrative policies. The goal of this new process is to ensure DEO is providing the oversight and support needed for Local Workforce Development Boards (LWDBs) to administer and operate workforce programs in a manner that meets federal and state requirements. The process creates a timeline for introducing new and revising current administrative policies issued by DEO.

The revised WIOA Administrative Policy 110 is presented to the LWDB following this new process. There will be more to follow.

Based on the re-issuance of WIOA Administrative Policy 110, this Administrative Policy with LOPs includes all the DEO administrative policy requirements.

Highlighted changes to align with the requirements of the Reimagining Education and Career Help (REACH) Act:

- Limits the maximum number of terms of the LWDB Chairperson to no more than two (2) terms as Chair.
- References new term limit requirements linked to Administrative Policy 091, concerning Board Composition and Certification.
- Adds a section outlining WIOA Sunshine Provision, Public Disclosure and Transparency.
- Redefines “For Cause” to include gross mismanagement and waste.

**RECOMMENDATION**

Approval of revised WIOA Administrative Policy 110 - Local Workforce Development Area and Board Governance with Local Operating Procedures (LOPs).

**Discussion:** None

Motion:	Jack Geller
Second:	Michael Jalazo

*The Board of Directors made a motion to approve of revised WIOA Administrative Policy 110 - Local Workforce Development Area and Board Governance with Local Operating Procedures (LOPs). The motion carried unanimously. There was no further discussion.*

**ACTION ITEM 20 – Policy Approval – WIOA Administrative Policy 113 – Disaster Recovery Dislocated Worker Grants**

The Florida Department of Economic Opportunity (DEO) has instituted a new process related to Local Operating Procedures (LOPs) that coincides with the release of new administrative policies. The goal of this new process is to ensure DEO is providing the oversight and support needed for Local Workforce Development Boards (LWDBs) to administer and operate workforce programs in a manner that meets federal and state requirements. The process creates a timeline for introducing new and revising current administrative policies issued by DEO.

The Workforce Innovation and Opportunity Act (WIOA) Administrative Policy 113 is presented to the LWDB following this new process. There will be more to follow.

Based on the release of WIOA Administrative Policy 113, this Administrative Policy with LOPs includes all the DEO administrative policy requirements.

Highlights:

- Provides guidance to LWDBs, LWDB executive directors and management, LWDB and One-Stop staff, and other workforce system partners on the requirements for the administration of Disaster Recovery Dislocated Worker Grants.
- Outlines requirements for funding and eligibility, activities and services, performance and outcomes, worksite coordination, and monitoring.

**RECOMMENDATION**

Approval of WIOA Administrative Policy 113 – Disaster Recovery Dislocated Worker Grants with Local Operating Procedures (LOPs).

**Discussion:** None

Motion:	Jack Geller
Second:	Michael Logal

*The Board of Directors made a motion to approve of WIOA Administrative Policy 113 – Disaster Recovery Dislocated Worker Grants with Local Operating Procedures (LOPs). The motion carried unanimously. There was no further discussion.*

**ACTION ITEM 21 – Policy Approval – WIOA Administrative Policy 114 – Rapid Response Program Administration**

The Florida Department of Economic Opportunity (DEO) has instituted a new process related to Local Operating Procedures (LOPs) that coincides with the release of new administrative policies. The goal of this new process is to ensure DEO is providing the oversight and support needed for Local Workforce Development Boards (LWDBs) to administer and operate workforce programs in a manner that meets federal and state requirements. The process creates a timeline for introducing new and revising current administrative policies issued by DEO.

The Workforce Innovation and Opportunity Act (WIOA) Administrative Policy 114 is presented to the LWDB following this new process. There will be more to follow.

Based on the release of WIOA Administrative Policy 114, this Administrative Policy with LOPs includes all the DEO administrative policy requirements.

Highlights:

- Provides notification of the minimum Rapid Response requirements and activities mandated by WIOA.
- Outlines the framework for LWDB 14 to design and implement a local business engagement strategy and articulates the role of layoff aversion within effective Rapid Response systems.

**RECOMMENDATION**

Approval of WIOA Administrative Policy 114 – Rapid Response Program Administration with Local Operating Procedures (LOPs).

**Discussion:** None

Motion:	Jack Geller
Second:	Belinthia Berry

*The Board of Directors made a motion to approve of WIOA Administrative Policy 114 – Rapid Response Program Administration with Local Operating Procedures (LOPs). The motion carried unanimously. There was no further discussion.*

**ACTION ITEM 22 – Policy Approval – WIOA Administrative Policy 115 – Wagner-Peyser, Trade Adjustment Assistance – Common Exit**

The Florida Department of Economic Opportunity (DEO) has instituted a new process related to Local Operating Procedures (LOPs) that coincides with the release of new administrative policies. The goal of this new process is to ensure DEO is providing the oversight and support needed for Local Workforce Development Boards (LWDBs) to administer and operate workforce programs in a manner that meets federal and state requirements. The process creates a timeline for introducing new and revising current administrative policies issued by DEO.

The Workforce Innovation and Opportunity Act (WIOA) Administrative Policy 115 is presented to the LWDB following this new process. There will be more to follow.

Based on the release of WIOA Administrative Policy 115, this Administrative Policy with LOPs includes all the DEO administrative policy requirements.

Highlights:

- Provides guidance on the minimum requirements for the common exit of program participants for WIOA, Wagner-Peyser (WP), and Trade Adjustment Assistance (TAA) programs, and procedural guidance for the associated processes.
- Defines processes intended to ensure efficient and effective integrated service delivery, track coordination of services, and align performance reporting.

**RECOMMENDATION**

Approval of WIOA Administrative Policy 115 – Common Exit with Local Operating Procedures (LOPs).

**Discussion:** None

Motion:	Michael Jalazo
Second:	Belinthia Berry

*The Board of Directors made a motion to approve of WIOA Administrative Policy 115 – Common Exit with Local Operating Procedures (LOPs). The motion carried unanimously. There was no further discussion.*

**ACTION ITEM 23 – Policy Approval – WIOA Administrative Policy 116 – Trade Adjustment Assistance – Trade Adjustment Assistance and Workforce Innovation and Opportunity Act Dislocated Worker Co-enrollment**

The Florida Department of Economic Opportunity (DEO) has instituted a new process related to Local Operating Procedures (LOPs) that coincides with the release of new administrative policies. The goal of this new process is to ensure DEO is providing the oversight and support needed for Local Workforce Development Boards (LWDBs) to administer and operate workforce programs in a manner that meets federal and state requirements. The process creates a timeline for introducing new and revising current administrative policies issued by DEO.

The Trade Adjustment Assistance (TAA) and Workforce Innovation and Opportunity Act (WIOA) Administrative Policy 116 is presented to the LWDB following this new process. There will be more to follow.

Based on the release of TAA Administrative Policy 116, this Administrative Policy with LOPs includes all the DEO administrative policy requirements.

Highlights:

- Communicates the requirement to co-enroll eligible trade-affected workers in the WIOA Dislocated Worker program, as well as the TAA program, and the associated procedures.
- Defines processes intended to improve performance outcomes, decrease enrollment times, and increase access to supportive services leading to training completion, credential attainment and obtaining suitable employment.

**RECOMMENDATION**

Approval of WIOA Administrative Policy 116 – Trade Adjustment Assistance and Workforce Innovation and Opportunity Act Dislocated Worker Co-enrollment with Local Operating Procedures (LOPs).

**Discussion:** None

Motion:	Michael Logal
Second:	Jack Geller

*The Board of Directors made a motion to approve of WIOA Administrative Policy 116 – Trade Adjustment Assistance and Workforce Innovation and Opportunity Act Dislocated Worker Co-enrollment with Local Operating Procedures (LOPs). The motion carried unanimously. There was no further discussion.*

**ACTION ITEM 24 – Policy Approval – JVSG Administrative Policy 117 – Employment and Advocacy Services**

The Florida Department of Economic Opportunity (DEO) has instituted a new process related to Local Operating Procedures (LOPs) that coincides with the release of new administrative policies. The goal of this new process is to ensure DEO is providing the oversight and support needed for Local Workforce Development Boards (LWDBs) to administer and operate workforce programs in a manner that meets federal and state requirements. The process creates a timeline for introducing new and revising current administrative policies issued by DEO.

The Jobs for Veterans’ State Grant (JVSG) Administrative Policy 117 is presented to the LWDB following this new process. There will be more to follow.

Based on the release of JVSG Administrative Policy 117, this Administrative Policy with LOPs includes all the DEO administrative policy requirements.

Highlights:

- Provides guidance on the minimum requirements for delivery of employment and advocacy services to participants of the JVSG program.
- Defines multiple duties and responsibilities of Disabled Veteran Outreach Program Specialists (DVOPs) and Local Veterans’ Employment Representatives (LVERs).
- Policy rescinds DEO Memorandum Disabled Veterans Outreach Program (DVOP) Specialist and Individualized Career Services (ICS) Codes, issued April 1, 2019.

**RECOMMENDATION**

Approval of JVSG Administrative Policy 117 – Employment and Advocacy Services with Local Operating Procedures (LOPs).

**Discussion:** None

Motion:	Michael Jalazo
Second:	Jack Geller

*The Board of Directors made a motion to approve of JVSG Administrative Policy 117 – Employment and Advocacy Services with Local Operating Procedures (LOPs). The motion carried unanimously. There was no further discussion.*

**General Counsel Update – Stephanie Marchman, Gray|Robinson**

**Other Administrative Matters**

None

**Information Items**

**Information Item 1 – Subrecipient Monitoring for Period July 1, 2020 – June 30, 2021**

2 CFR 200.331(d) requires that awarding agencies “monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward.” CareerSource Pinellas conducts business with two entities that are considered subrecipients, Pinellas Education Foundation (Youth Connect) and Dynamic Workforce Solutions (One-Stop Operator).

### **Pinellas Education Foundation**

Period Reviewed – July 1, 2019 – July 31, 2020

Contracted Amount - \$588,583

#### **Observations**

- Document and certify cost allocation plan
- Ensure proper internal controls are in place for prepaid supportive services cards
- Strengthen controls surrounding preparation of personnel activity reports
- Utilize training vouchers whenever possible to prevent being overcharged
- Ensure that timesheets are properly approved (repeat of prior year observation)

#### **Technical Assistance**

- Document procurement policy consistent with 2 CFR 200
- Florida Reemployment Taxes were not charged to Youth Connect grant
- Strengthen password requirements for financial systems
- Consider revising accounting policies and procedures (repeat of prior year technical assistance)
- Consider applying for an indirect cost rate or elect to charge a de minimis rate of 10% (repeat of prior year technical assistance)

### **Dynamic Workforce Solutions**

Period Reviewed – July 1, 2019 – August 14, 2020

Contracted Amount - \$47,000

#### **Other Non-Compliance Issue**

- Recommendation to update indirect cost rate

#### **Observation**

- Recommendation to update cost allocation plan

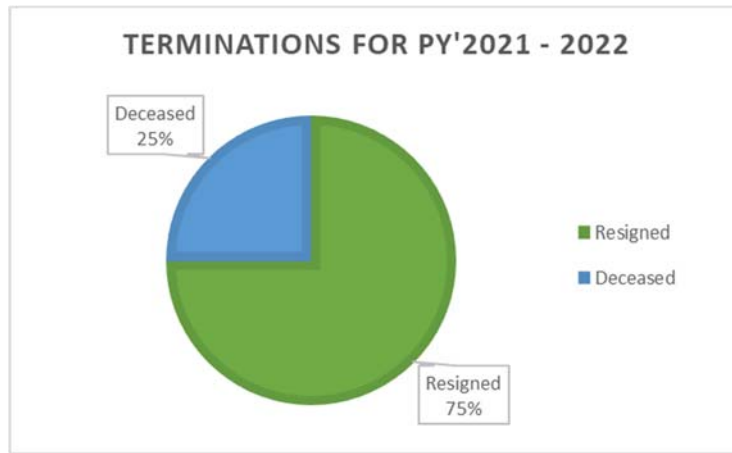
The Internal Control Questionnaire from DEO that each Local Workforce Develop Board (LWDB) is required to complete on an annual basis specifically asks whether LWDB monitors all subrecipients and communicates the monitoring results to the LWDB’s board of directors.

### **Information Item 2 – Compensation Summary Report**

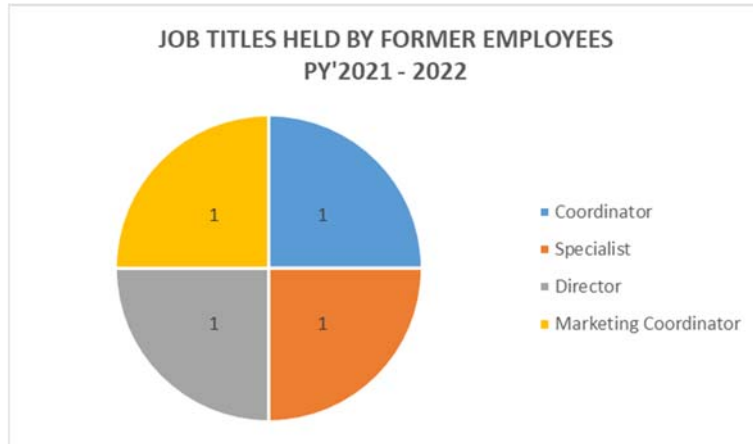
During the November 14, 2019, meeting, the Compensation Committee requested compensation summary reports for review.

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

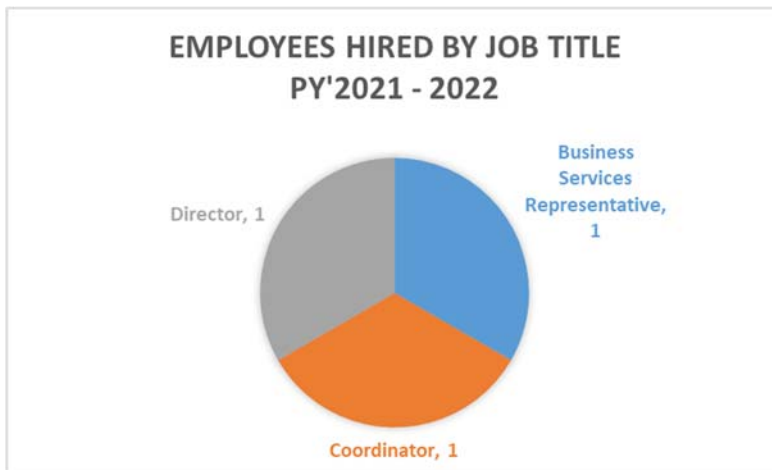
For PY’2021 – 2022 as of September 23, 2021, four employees exited the organization. The reasons for separation are listed below:



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



Additionally, for the program year as of July 1, 2021, a total of three new hires were chosen to join the organization for the following positions:



As of September 23, 2021, CareerSource Pinellas employees 47 individuals, and the average salary is \$54,692 annually.

**Information Item 3 – CareerSource Pinellas Pay Range by Job Family**

For your review, please see the attached chart detailing pay ranges by Job Family for the 47 active employees as of 09/23/2021.

There is one Technician exceeding the maximum salary threshold due to seniority, having held a position since 06/29/2010.

There is one Navigator exceeding the maximum salary threshold due to seniority, having held a position since 07/01/2009.

There is one Lead exceeding the maximum salary threshold due to seniority, having held a position since 07/01/2009.

There are two Coordinators exceeding the maximum salary threshold due to industry experience.

**Information Item 4 – RFQ for 2022 Compensation Review**

In February 2019, hrEdge Consulting was retained by CareerSource Pinellas to conduct a Compensation Review. The review was designed to focus on salary range equity externally, as well as internal structure of position titles. The review included the following deliverables:

- Review of all active positions and recommendations for continued, discontinued, and merged position titles.
- Review of external Compensation Survey Reports and analysis of CareerSource ranges for each position.
- Review of CareerSource Pinellas Compensation versus other Florida CareerSource Compensation Structures.
- Development of new pay structure to include Min-Mid-Max for each Grade and the Spread between Grades.
- Analysis of employee impact and cost of implementation.

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	1	\$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	8	2		\$36,500	\$42,000	\$47,500		\$13,080.00	5% of base pay
Career Counselor	104	7	4		\$39,420	\$45,360	\$51,300		\$13,080.00	5% of base pay
Navigator	104			1	\$39,420	\$45,360	\$51,300		\$13,080.00	5% of base pay
Instructor, Trades	105		1		\$42,574	\$48,989	\$55,404	\$54,995.20	\$13,080.00	5% of base pay
Business Services Representative	105	1	1		\$42,574	\$48,989	\$55,404		\$13,080.00	5% of base pay
Lead	105	1	1	1	\$42,574	\$48,989	\$55,404		\$13,080.00	5% of base pay
Coordinator	206	1	4	2	\$45,979	\$52,908	\$59,836		\$13,080.00	5% of base pay
Supervisor	208	1			\$53,630	\$64,356	\$75,083	\$62,899.46	\$13,080.00	5% of base pay
Partner	210				\$62,555	\$75,065	\$87,576		\$13,080.00	5% of base pay
Director	214	2	1		\$82,943	\$103,841	\$124,741		\$13,080.00	5% of base pay
CFO/COO	219	1			\$121,870	\$158,431	\$194,992	\$137,812.74	\$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
<b>Total Staff</b>		<b>24</b>	<b>18</b>	<b>5</b>						
<b>Percentage</b>		<b>47.06</b>	<b>35.29</b>	<b>9.80</b>						

\* Information as of Sept. 23 2021

Grade	Exemption
100s	Non-Exempt
200s	Exempt

An important aspect of being an Employer of Choice includes offering our Team Members the best employment experience possible, which also incorporates robust benefit offerings to support Employees' well-being. To remain competitive in this incredibly tight talent market, CareerSource Pinellas will issue a Request for Quotes (RFQ) from various third-party HR practitioners to conduct an updated Compensation Review.

### **Information Item 5 – Organizational Chart**

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

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

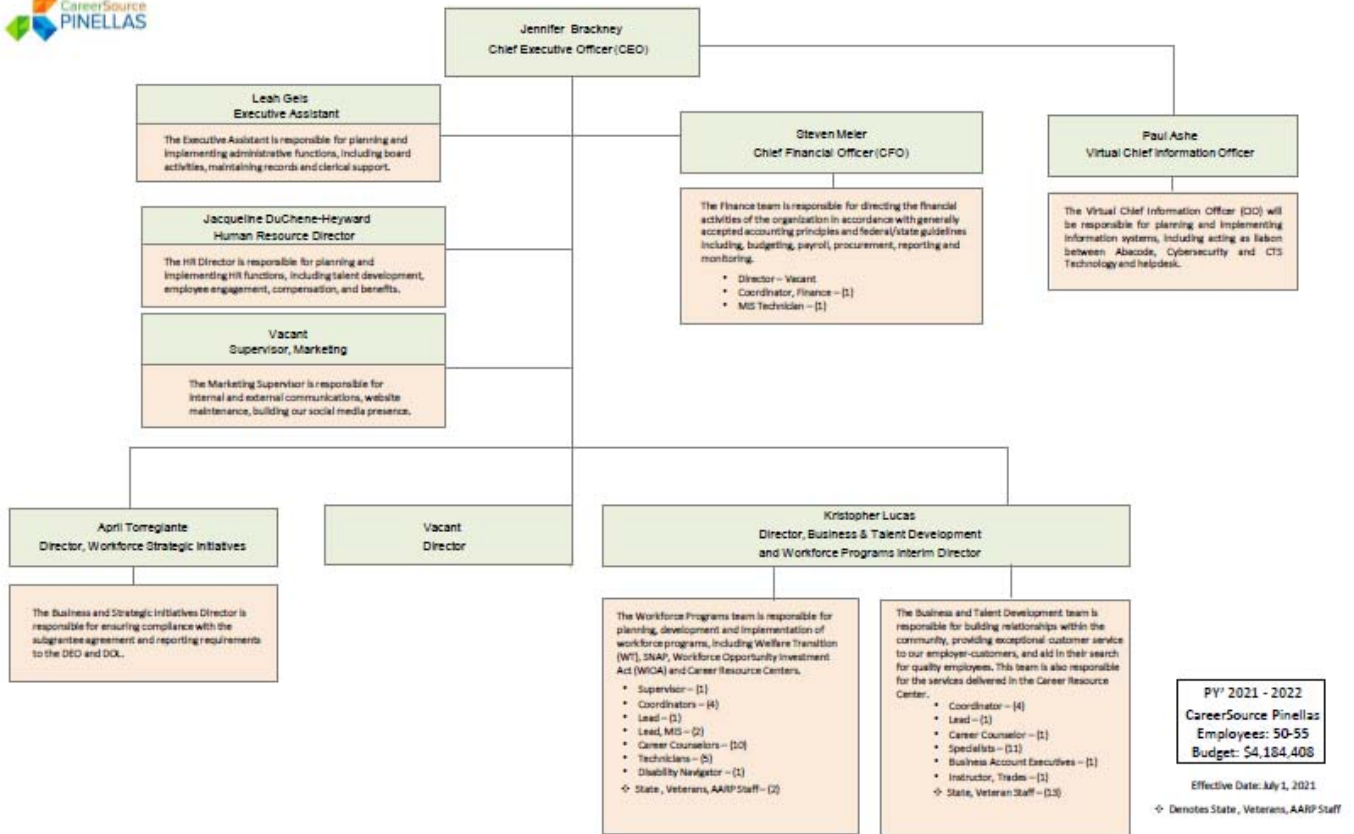
Since the beginning of the current Program Year, the Workforce Programs team has decreased by one Director. The Director of Business and Talent Development has stepped in to serve as the Interim Workforce Programs Director.

The Marketing Coordinator resigned her position with the organization, and at current, Tucker Hall is handling the Marketing function.

Since the beginning of the current Program Year, the organization has welcomed the following employees to the CareerSource Pinellas team:

- Jacqueline DuChene Heyward, Director of Human Resources
- Melissa Ehrhardt, Business Services Coordinator
- Deithre Brown, Business Services Representative





## Information Item 6 – Benefits Renewal Process

With the end of the 2021 Benefit Plan Year soon coming to a close, CareerSource Pinellas' HR Director has initiated the Benefits Renewal Process for 2022 Open Enrollment.

HUB International Southeast is CareerSource Pinellas' benefits broker, and two members of their team will be assisting CareerSource Pinellas' HR Director with the insurance renewal process:

- John D. Arcaro, Director of Payroll Services & Employee Benefits Advisor
- Felicia Hernandez, Account Manager

As of September 23, 2021, CareerSource Pinellas' HR Director has scheduled meetings with Mr. Arcaro and Ms. Hernandez to discuss benefit plan details and performance, as well as an outline the next steps for this process. The HR Director plans on focusing benefits plan design around developing a total rewards package that will allow CareerSource Pinellas to further its employer value proposition, as well as attract and retain new top talent.

The Board of Directors approved the Employee Health and Wellness Plan on November 14, 2019.

The Hybrid Benefit Plan is awarded in three parts 1) Medical stipend to equal the premium of the minimum essential plan (\$8,190), 2) Benefit stipend of a flat rate, standardized amount of \$4,390 to spend on cafeteria plan offering of benefits, and 3) Defined benefit of Life Insurance, AD&D, Long and Short-Term Disability. The estimated cost per each employee of the latter is \$500. The cost of the Hybrid Benefit Plan is approximately \$13,080 per employee.

As of September 2021, the current census is 47 eligible full-time employees with 24 employees (55%) currently enrolled in CareerSource Pinellas-sponsored health insurance.

The Benefit Renewal Process for 2022 Open Enrollment will be finalized soon for roll out to employees in December 2021.

## **Information Item 7 – CSPINs Thrive By Five’s Family-Friendly Employment Policies Award**

CareerSource Pinellas’ HR Director was notified by Dr. Paul Wirtz that the organization has won an award from Thrive by Five recognizing our family friendly employment policies. Being distinguished in our community for having employment policies that support our Team Members with young children speaks volumes about the organization’s culture and priorities, and certainly positions CareerSource Pinellas as an Employer of Choice.

Thrive by Five Pinellas is a community-based organization committed to preparing children for kindergarten by building an early childhood system that’s equitable, accountable, and responsive to children and their families.

CareerSource Pinellas was honored at Thrive by Five’s 1<sup>st</sup> Annual Family Friendly Virtual Business Awards Ceremony, that was held on October 19, 2021.

## **Information Item 8 – August 31, 2021, Financial Statements**

### **Actual Year-To-Date Results compared to Prior Year**

- Surplus for the two months-ended of \$2,226 compared to surplus of \$37,081 last year. Decrease resulted from lower Ticket-to-Work revenue this year (\$19,000), increased governmental relations expenses (\$10,000) and payment of annual Florida Workforce Development Association dues (\$4,250) which are all unrestricted items.
- Federal grant revenue was \$313,000 higher this year; driven by Welfare Transition Summer Youth Program (increase of \$278,000) and Training and Work-based initiatives for COVID Dislocated Worker grant (\$97,000) offset by lower WIOA Dislocated Worker training (\$87,000).
- Personnel expenses were slightly lower than prior year.
- On-the-Job Training expenses of almost \$166,000 represents Summer Youth Program participants wages.
- Dislocated Worker Work Experience of \$63,000 represents wages and fees paid related to COVID dislocated worker grant.
- Youth Stipends this year comprise milestone and attendance payments to YouthBuild students (\$8,200) and summer youth participants (\$2,800)
- Customer training is about \$64,000 lower this year as focus was on summer youth program.
- Internal monitoring is \$26,000 higher this year representing Taylor Hall’s second compliance review in August.
- Contract Labor is almost \$50,000 higher this year; teachers’ wages associated with summer youth program (\$17,600), virtual CIO expenses (\$22,000) and administrative assistant (\$8,600) in contract-to-hire position.
- Increase in Contract IT services attributable to SharePoint and One-Drive data migration.
- Repairs and maintenance this year represents painting of the St. Petersburg career center.

### **Actual YTD Results compared to Year-to-Date Budget**

- Surplus for the month-ended of \$2,226 compared to a budgeted surplus of \$7,467.
- Federal grant revenue higher than budget due to Welfare Transition Summer Youth Program.
- Personnel costs behind budget due to change in the mix of positions.
- Service Provider Contract (with Pinellas Education Foundation) spending behind budget.
- On-the-Job Training expenses of almost \$156,000 higher than budget; represents Summer Youth Program participants wages.
- Dislocated Worker Work Experience of almost \$63,000 represents wages paid related to COVID dislocated worker grant; higher than budget by almost \$43,000.
- Training behind budget by about \$46,000.
- Contract Labor over budget due to teachers’ wages associated with summer youth program, administrative assistant position on a contract-to-hire basis, and more time required by vCIO to manage IT strategic initiatives.
- Contract IT Services slightly higher than budget due to timing of SharePoint and One-Drive migration.

- Repairs and maintenance unfavorable spending; represents painting of St. Petersburg career center.

\*Financial statements are available for viewing in the board packet on the CareerSource Pinellas website.

**Information Item 9 – Migration of Career Center Kiosk System to Employ Florida – Procurement of VOSGreeter Module PY’2021-2022**

CareerSource Pinellas, like all other workforce boards throughout the state, utilizes Geographic Solutions’ Employ Florida (EF) system for case management for all WIOA, Wagner Peyser, and TAA cases. In addition, Florida’s Department of Economic Opportunity (DEO) has required that all case management for Welfare Transition, SNAP, and Veterans transition to EF to consolidate all case management for all DEO funded programs into one system.

CareerSource Pinellas utilizes a proprietary system, ATLAS from Complete Technology System (CTS), as its Document Management System; however, it is in the planning phase of transitioning to EF from ATLAS for its document management system. In addition, CareerSource Pinellas presently uses ATLAS as its kiosk greeter system in the career centers. In order to further integrate with the EF environment, thus increasing efficiency and capability of the CareerSource team, CareerSource Pinellas has made a strategic decision to migrate the kiosk system to EF’s Virtual One-Stop VOSGreeter Module. Customer wait times will further be reduced and will allow for a better customer experience.

Geographic Solutions’ EF system is the preferred vendor of DEO and DEO strongly encourages CareerSource Pinellas to fully utilize Employ Florida. The first-year cost is as follows:

<b>Description</b>	<b>Amount</b>
Initial Setup Fee	\$ 19,950
Annual License Fee	\$ 24,950
<b>Total Cost</b>	<b>\$ 44,900</b>

The current cost of ATLAS is \$6,000 per year as it is bundled with all other CTS services. Since the decision to procure another IT service provider is in process, the cost of ATLAS as a stand-alone product is expected to increase.

## Information Item 10 – All Programs Monitoring Schedule

Ron DeSantis  
GOVERNOR



Dane Eagle  
SECRETARY

### Final Programmatic Monitoring Review Schedule Program Year 2021-2022

LWDB	CareerSource	Review Start/End Dates
<b>2021</b>		
11	Flagler Volusia	10/18/2021 - 10/22/2021
2	Okaloosa Walton	10/25/2021 - 10/29/2021
16	Pasco Hernando	11/01/2021 - 11/05/2021
7	Florida Crown	11/15/2021 - 11/19/2021
19	Heartland *	12/06/2021 - 12/10/2021
6	North Florida	12/13/2021 - 12/17/2021
<b>2022</b>		
20	Research Coast *	01/10/2022 - 01/14/2022
12	Central Florida	01/24/2022 - 01/28/2022
21	Palm Beach County*	01/31/2022 - 02/04/2022
5	Capital Region	02/07/2022 - 02/11/2022
13	Brevard	02/21/2022 - 02/25/2022
9	North Central Florida	02/28/2022 - 03/04/2022
18	Suncoast *	03/07/2022 - 03/11/2022
1	Escarosa	03/14/2022 - 03/18/2022
17	Polk *	03/21/2022 - 03/25/2022
8	Northeast Florida	03/28/2022 - 04/01/2022
14	Pinellas	04/04/2022 - 04/08/2022
15	Tampa Bay*	04/11/2022 - 04/15/2022
10	Citrus Levy Marion	04/25/2022 - 04/29/2022
24	Southwest Florida *	05/02/2022 - 05/06/2022
3	Chipola	05/23/2022 - 05/27/2022
4	Gulf Coast	06/06/2022 - 06/10/2022
22	Broward	06/13/2022 - 06/17/2022
23	South Florida*	06/21/2022 - 06/27/2022

\*MSFW Significant LWDBs  
Last Updated: 09/20/2021

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
850.245.7105 | [www.Florida.jobs.org](http://www.Florida.jobs.org)  
[www.twitter.com/FLDEO](https://twitter.com/FLDEO) | [www.facebook.com/FLDEO](https://www.facebook.com/FLDEO)

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### Open Discussion

None

### Adjournment

Barclay Harless adjourned the meeting at 1:32 PM.