

**CareerSource Pinellas
Compensation Committee Minutes**

Date: October 7, 2021 – 11:00 am

Location: *Virtual Zoom Meeting

Call to Order

Committee Chair, Candida Duff called the meeting to order at 11:00 a.m. There was a quorum with the following members participating.

Committee Members in attendance

Candida Duff, Barclay Harless, Jack Geller, Debbie Passerini, Scott Thomas

Committee Members absent

Amy Van Ness, Michael Logal, Michele Mathews

Staff Present

Jennifer Brackney, Jacqueline DuChene-Heyward, Leah Geis

General Counsel Present

Stephanie Marchman

Action Item 1 – Approval of Minutes

The minutes from the August 5, 2021, Compensation Committee meeting were presented for approval.

Motion:	Jack Geller
Second:	Scott Thomas

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

Action Item 2 – 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.

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%

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: Debbie Passerini wanted to verify that when we previously approved the CFO’s review, it was positive and there was no kind of indication that there were previous corrective actions taken against him earlier in the year. Jennifer Brackney responded that no corrective action was taken, it was a good review and he was at the 5% level. Steve Meier, CFO does need to focus on building a finance team to address all aspects of finance including procurement, contracts, and reporting. Barclay Harless asked if the pay would be retroactive back to July 1st. Jennifer Brackney stated that yes, it is retroactive to July 1st.

Motion:	Barclay Harless
Second:	Jack Geller

The Compensation Committee 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.

Action Item 3 – One-Stop Operator and Workforce Solutions

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

Approval 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: Barclay Harless would like to see research as to who is using alternative options for managing day-to-day operations of multiple Career Resource Centers, and how they’re scoring on all the metrics that we now have to follow and see if it is leading to performance upgrades. Debbie Passerini was not sure that this action item was a great fit for the compensation meeting, but she assumed it was because the supervising and monitoring of staff component that it’s coming here to this committee.

Debbie Passerini feels ok to move forward with this, but everyone else needs to know about it. Jennifer Brackney stated that it would be taken to the Board of Directors for discussion. Jennifer Brackney stated that this is not an action item to move to an RFP; we are just looking at potential options. There are two options, one career services can be operated in house or outsourced to a contractor that manages staff that are providing the services or, as we currently have, a hybrid approach. It is mandated through WIOA that we contract out the One-Stop Operator. The One-Stop Operator grant expires in June 2022. The third renewal for the youth contract is due in June 2022. CareerSource Tampa Bay moved to a contracting model for their career and workforce services last year.

Motion:	Barclay Harless
Second:	Jack Geller

The Compensation Committee made a motion to approve the initiation of 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. The motion carried unanimously. There was no further discussion.

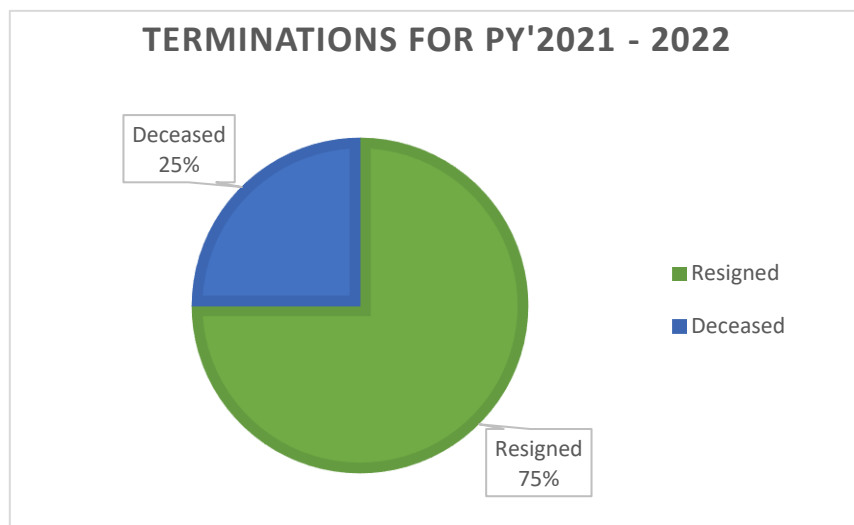
Information Item 1 – Compensation Summary Report

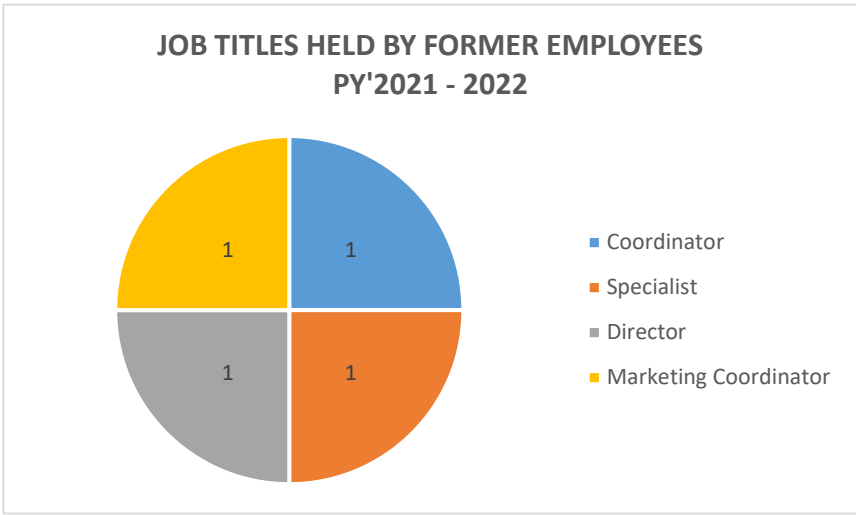
During the November 14, 2019, meeting, the Compensation Committee requested compensation summary reports for review.

Based on this request, we present the following compensation summary reports, including 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 of 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.

Discussion: Jack Geller asked why the employees that resigned left? Jacqueline DuChene Heyward stated that she was working to get exit info from past employees who have resigned.

Information Item 2 – 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 3 – Request for Quotes for 2022 Compensation Review

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
Total Staff		24	18	5						
Percentage		47.06	35.29	9.80						

* Information as of Sept. 23 2021

Grade	Exemption
100s	Non-Exempt
200s	Exempt

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.

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.

Discussion: None.

Information Item 4 – 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.

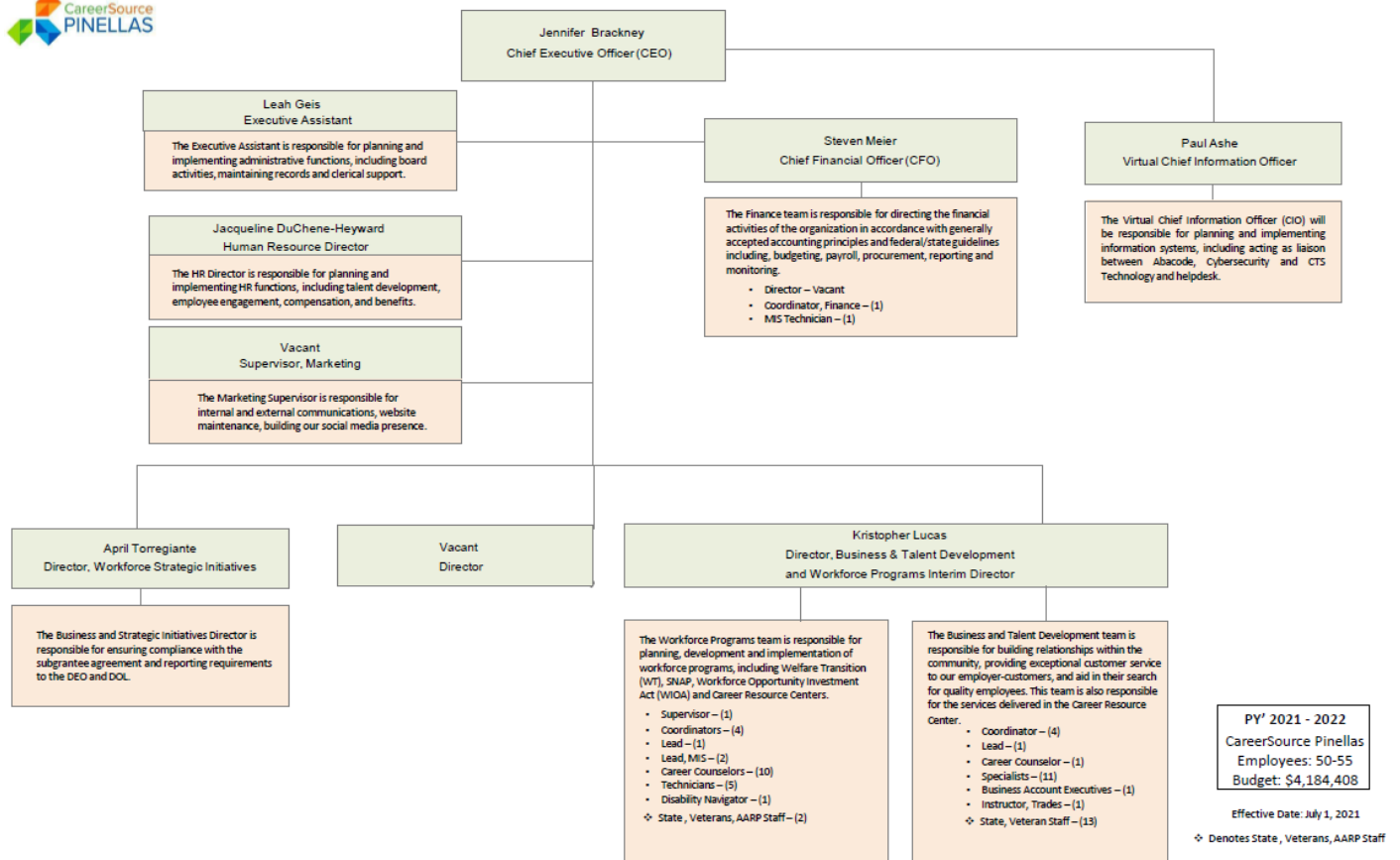
Since March 1, the Finance Department has decreased by one Coordinator. As part of the succession planning efforts within the organization, we are currently sourcing for a senior finance professional to add to the department.

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 5 - CareerSource Pinellas Benefits Renewal for Open Enrollment

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 a preliminary meeting with Mr. Arcaro and Ms. Hernandez for September 29th 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.

Information Item 6 - CareerSource Pinellas Benefits Renewal for Open Enrollment

With a strong focus on sourcing and hiring top talent to meet the needs of the organization, CareerSource Pinellas has launched a new career site. The career site is a component of ADP's Recruitment Module, which was implemented to enhance the candidate experience, centralize recruiting efforts into our system of record, and alleviate the administrative burdens of redundant data entry.

The career site allows prospective talent to learn more about CareerSource Pinellas by browsing our branding images, join our talent community to sign up for job updates, as well as review open positions and apply online. The career site has full mobile capability, and can be reached from the CareerSource Pinellas website, Employees' ADP home page, and the Company's intranet.

Information Item 7 - CareerSource Pinellas Wins an Award from Thrive by Five

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.

The screenshot shows the CareerSource Pinellas career site interface. On the left is a dark blue sidebar with navigation links: Sign In, Career Center, Current Openings, and Language. The top right features a 'JOIN OUR TALENT COMMUNITY' button. The main content area displays a large banner with the CareerSource Pinellas logo and the text 'Enhancing Lives by Making Talent a Key Competitive Asset for Pinellas County'. Below the banner is a paragraph of text describing the organization's commitment to its employees and community. Underneath is a section for 'Current Openings (3 of 3)' with a search bar containing the text 'e.g., Jobs in California, Jobs posted last month, Sales Manager, etc.'. At the bottom, there are two featured job listings: 'Business Services Navigator' at Clearwater, FL, US (7 days ago, Full-time Regular) and 'Recovery Navigator' at Clearwater, FL, US (10 days ago, Full-time Regular).

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 will be honored at Thrive by Five's 1st Annual Family Friendly Virtual Business Awards Ceremony, scheduled on October 19, 2021.

Other Administrative Matters: None

Public Comments: None

Committee Members Comments: None

Thrive by Five
1ST ANNUAL
**FAMILY FRIENDLY
VIRTUAL BUSINESS AWARDS**

Tuesday
October
19

11:30 a.m. -
1:00 p.m.

Keynote Speaker
Madeleine Thakur
President of the Children's
Movement of Florida

Moderator
Trevor Pettiford
Reporter Bay News 9

Eddie Gonzalez Loumelt
CEO of Ruvos

Dianne Jacob
PNC Bank
Senior Vice President

April Lott
CEO of Directions for Living

Kathleen Beckman
Clearwater City
Council Member

Bob Rohrlack
Tampa Bay Chamber

Lindsay Carson
CEO of Pinellas Early
Learning Coalition

Visit <https://bit.ly/3zivln1> to register

Proud Sponsors
TB The Children's Movement of Florida

Adjournment: The meeting was adjourned at 11:22 am.