

**CareerSource Pinellas
Board of Directors Minutes**

Date: Wednesday, March 16, 2022, at 11:45 am.

Location: *Virtual Zoom

Call to Order

Commissioner Rene Flowers sat in for Board Chair Barclay Harless. She called the meeting to order at 11:46 a.m. There was a quorum present with the following board members.

Board Members in Attendance

Belinthia Berry, Candida Duff, Commissioner René Flowers, David Fetkenher, Jack Geller, Jody Armstrong, John Howell, Kevin Knutson, Michael Jalazo, Michael Logal, Michele Mathews, Patricia Sawyer, Scott Thomas, Elizabeth Siplin, Glenn Willocks, Kenneth Williams

Board Members Not in Attendance

Andrea Cianek, Barclay Harless, Celeste Fernandez, Chris Owens, Dr. Rebecca Sarlo, Ivonne Alvarez, Lisa Cane, Mark Hunt, Zachary White

Staff in Attendance

Steven Meier, Jay Burkey, Kris Lucas, Amy Leuschke

Public Comments

There were no public comments.

Interim CEO Report/Chair Report

The two biggest goals right now are to fill any critical roles that are currently open and improve employee morale. In addition, released RFQ for compensation review, the proposals are due back March 25. The RFP for One-Stop operator was released and responses are due back March 25. Attended Pinellas county economic development partners meeting March 4. Attended BOCC meeting March 8, officially appointed as interim CEO. The first Ad Hoc Search Committee meeting is set for March 22. DEO's annual programmatic and financial monitoring is occurring April 4-8. Compensation meeting April 7th. Starting to prepare budget for fiscal year 2022-2023.

Action Item 1 – Approval of the Minutes – 2.11.22 Board of Directors

The minutes of the February 11, 2022, Board of Directors meeting were presented for approval.

Discussion: None

Motion:	Jack Geller
Second:	John Howell

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

Action Item 2 – Approval of Revisions to By-Laws

Stephanie Marchman presented the suggested revisions to our by-laws.

RECOMMENDATION

Approval of the amended WorkNet Pinellas dba. CareerSource Pinellas by-laws, as outlined, subject to approval by the Pinellas County Board of County Commissioners.

Discussion: None

Motion:	Glenn Willocks
Second:	Kenneth Williams

The Board of Directors made a motion to approve of the revisions to the By-Laws. The motion carried unanimously.

ACTION ITEM 3 – Policy Approval – JVSG Administrative Policy 119, Consolidated Position Operational Requirements

RECOMMENDATION

Approval of JVSG Administrative Policy 119, Consolidated Position Operational Requirements

Discussion: None

Motion:	Scott Thomas
Second:	Jody Armstrong

The Board of Directors made a motion to approve of JVSG Administrative Policy 119, Consolidated Position Operational Requirements. The motion carried unanimously.

ACTION ITEM 4 – Policy Approval – WIOA Administrative Policy 118 – Adult and Dislocated Worker Funds Transfer Authority

RECOMMENDATION

Approval of WP Administrative Policy 118 – Adult and Dislocated Worker Funds Transfer Authority

Discussion: None

Motion:	Scott Thomas
Second:	Jody Armstrong

The Board of Directors made a motion to approve of WP Administrative Policy 118 – Adult and Dislocated Worker Funds Transfer Authority. The motion carried unanimously.

ACTION ITEM 5 – Policy Approval - WIOA Administrative Policy 093, One-Stop Delivery System and One-Stop Career Center Certification Requirements

RECOMMENDATION

Approval of WIOA Administrative Policy 093, One-Stop Delivery System and One-Stop Career Center Certification Requirements.

Discussion: No Discussion.

Motion:	Scott Thomas
Second:	Pattye Sawyer

The Board of Directors made a motion to approve of WIOA Administrative Policy 093, One-Stop Delivery System and One-Stop Career Center Certification Requirements. The motion carried unanimously.

ACTION ITEM 6 – Renewal of Training Providers – Keiser University and Palm Beach Code School

RECOMMENDATION

Approval of the renewal of Training Providers – Keiser University and Palm Beach Code School.

Discussion: None

Motion:	Jody Armstrong
Second:	Scott Thomas

The Board of Directors made a motion to approve of the renewal of Training Providers – Keiser University and Palm Beach Code School. The motion carried unanimously.

ACTION ITEM 7 – Memorandum of Understanding – Job Corps Renewal Adjustment

RECOMMENDATION

Approval of the Memorandum of Understanding for the Job Corps Renewal Adjustment.

Discussion: None

Motion:	Jody Armstrong
Second:	Jack Geller

The Board of Directors made a motion to approve of the Memorandum of Understanding for the Job Corps Renewal Adjustment. The motion carried unanimously.

ACTION ITEM 8 – Executive Compensation

RECOMMENDATION

Approval of the Chief Operating Officer’s salary of \$135,000, effective January 17, 2022, to comply with the requirements of DEO’s Grantee-Subgrantee agreement.

Discussion: None

Motion:	Jack Geller
Second:	Belinthia Berry

The Board of Directors made a motion to approve of the Chief Operating Officer’s salary of \$135,000, effective January 17, 2022, to comply with the requirements of DEO’s Grantee-Subgrantee agreement. The motion carried unanimously.

ACTION ITEM 9 – Recommendations for Employee Engagement

RECOMMENDATION

Approval of recommendations to improve employee engagement and organizational culture.

Discussion: None

Motion to approve recommendations to improve employee engagement & organizational culture:	Kenneth Williams
Second:	Belinthia Berry
Opposed:	Scott Thomas

Motion for RFQ for Employee Engagement Survey:	Belinthia Berry
Second:	John Howell
Opposed:	Scott Thomas

The Board of Directors made a motion to approve of recommendations to improve employee engagement and organizational culture. Also made a motion to approve of an RFQ for an Employee Engagement Survey. The motions carried, each had one opposed board member.

ACTION ITEM 10 – RFP Issuance – Office Imaging and Copiers

RECOMMENDATION

Approval of the issuance of a Request for Proposal for the provision of Office Imaging and Copiers.

Discussion: None

Motion:	Scott Thomas
Second:	David Fetkenher

The Board of Directors made a motion to approve issuance of a Request for Proposal for the provision of Office Imaging and Copiers. The motion carried unanimously.

ACTION ITEM 11 – Contract Amendment – Virtual Chief Information Officer

RECOMMENDATION

Approval to amend contract for Securance LLC, through June 30, 2022, for an additional amount of \$40,000, with total not to exceed \$246,200 for two-year period.

Discussion: None

Motion:	David Fetkenher
Second:	Patty Sawyer

The Board of Directors made a motion to approve an amendment to the contract for Securance LLC, through June 30, 2022, for an additional amount of \$40,000, with total not to exceed \$246,200 for two-year period.. The motion carried unanimously.

ACTION ITEM 12 – 401K Trustee

RECOMMENDATION

Approval of Steven Meier, Interim CEO, as Trustee of the WorkNet Pinellas, Inc. 401(k) Plan.

Discussion: None

Motion:	Scott Thomas
Second:	Kenneth Williams

The Board of Directors made a motion to approve Steven Meier, Interim CEO, as Trustee of the WorkNet Pinellas, Inc. 401(k) Plan. The motion carried unanimously.

ACTION ITEM 13 – Employer of Record

RECOMMENDATION

Approval to enter into a contract with Manpower Group US, Inc. for a one-year term with up to three one-year renewals as Employer of Record for the summer youth employment program.

Discussion: None

Motion:	Belinthia Berry
Second:	Scott Thomas
Abstention:	Michael Logal

The Board of Directors made a motion to enter into a contract with Manpower Group US, Inc. for a one-year term with up to three one-year renewals as Employer of Record for the summer youth employment program. The motion carried unanimously.

General Counsel Update – GrayRobinson – Stephanie Marchman

Mrs. Marchman presented her summary of legal services and a litigation report. There is no pending litigation at this time against CareerSource Pinellas.

Presentation: Department of Economic Opportunity

CareerSource Pinellas 2020-2021 Annual Performance Presentation by Charles Williams
Mr. Williams gave the annual required performance presentation for DEO.

Information Items

Information Item 1 – vCIO Update

The vCIO update is in the board packet for viewing.

Information Item 2 – MOU Modification – Vocational Rehabilitation Renewal

Kristopher Lucas reviewed the MOU modification for Vocational Rehab Renewal.

Information Item 3 – Training Provider Spending, July 1, 2021 – December 2021

Steven Meier briefly reviewed trainer provider spending.

Information Item 4 – Work-based Learning Spending, July 1, 2021 – December 31, 2021

Steven Meier reviewed work-based learning spending.

Information Item 5 – December 31, 2021, Financial Reports

Steve Meier reviewed all financial reports.

Information Item 6 – Discussion: Recommendations to Realign and Elevate Customer Engagement

Summary of recommendations to realign and elevate customer engagement in board packet.

Information Item 7 – Board Member Forms

- Conflict of Interest
- Financial Disclosure
- Ethics and Transparency
- Statement of Commitment
- Contact Information
- Notice of Board Member Term Expiration

Open Discussion

None

Adjournment

Commissioner Flowers adjourned the meeting at 1:48 PM.