



August 4, 2022 - 11:00 A.M.  
Hybrid Meeting – EpiCenter  
13805 58<sup>th</sup> St. N.  
Room 2-423  
Clearwater, FL 33760

**Zoom**

\*Join via Zoom – Meeting ID: 338 034 9468

[Zoom Link](#)

\*Dial In via Phone – Meeting ID: 338 034 9468

Phone: +1 646-558-8656

## Compensation Committee

### Agenda

**I. Welcome and Introductions** ..... Jack Geller, Chair

### II. Public Comment

*Members of the public may raise their virtual hand during the Public Comment portion of the meeting. Members of the public who do so will be acknowledged by the Chair and provided up to three minutes to make public comment.*

### III. Roll Call

### IV. Action/Discussion Items

- 1. Approval of minutes - April 7, 2022 Compensation Committee Meeting..... Page 1
- 2. Employee of the Month Incentive ..... Page 5

### V. Information Items

- 1. Executive Compensation Report..... Page 6
- 2. Paycor Transition ..... Page 10
- 3. Preliminary Employee Engagement Survey Report ..... Page 11
- 4. Other Employee Engagement Items ..... Page 13
- 5. Compensation Review 2022 ..... Page 15
- 6. Employee Turnover/New Hires..... Page 16

### VI. Other Administrative Matters

*(Items of urgency not meeting the seven-day guideline for review.)*

### VII. Open Discussion

### VIII. Adjournment





**Next Compensation Committee – October 6, 2022 (11:00 am - 12:00 pm)**

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

*\*If you have a disability and need an accommodation in order to participate in this meeting, please contact the Executive Assistant at 727-608-2551 or [admin@careersourcepinellas.com](mailto:admin@careersourcepinellas.com) at least two business days in advance of the meeting.*





## **ACTION ITEM 1**

### **Approval of Minutes**

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

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

The draft minutes from the April 7, 2022, Compensation Committee meeting have been prepared and are enclosed.

#### **RECOMMENDATION**

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

**CareerSource Pinellas  
Compensation Committee Minutes**

**Date:** Thursday, April 7, 2022  
**Location:** \*Virtual Zoom Meeting

**Call to Order**

Barclay Harless stood in for Compensation Committee Chair Candida Duff, as she was not available to chair the meeting. Barclay Harless called the meeting to order at 11:00am. There was a quorum present with the following board members present.

**Members in Attendance**

Barclay Harless, Jack Geller, Michael Logal, Scott Thomas

**Members Not in Attendance**

Candida Duff

**Board Counsel**

Stephanie Marchman

**Staff**

Steven Meier, Jay Burkey, Leah Geis

**Public Comments**

There were no public comments.

**ACTION ITEM 1 – Approval of the Minutes – 2.3.22 Compensation Committee Meeting**

The minutes of the February 3, 2022, Compensation Committee 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 – Annual Performance Evaluation**

The annual performance process was approved for completion for all staff on a program year basis, from July 1 to June 30. On September 8, 2021, the Board of Directors approved the annual performance evaluation utilizing a five-point scale.

**RECOMMENDATION**

Approval for a merit increase for employees upon the completion of the annual performance evaluation. For those nearing the maximum of the pay range, automatically award a one-time performance evaluation stipend. The range for both the merit increase and one-time performance evaluation stipend would be from 0% to 5% of the employee's base salary determined by the individual's overall rating on his/her annual performance evaluation for the program year ending in June 2022.

**Discussion:** None

Motion:	Jack Geller
Second:	Scott Thomas

*The Board of Directors made a motion for approval of a merit increase for employees upon the completion of the annual performance evaluation. The motion carried unanimously.*

**ACTION ITEM 3 – Request for Quotes for 2022 Compensation Review**

As discussed at the October 7, 2021, Compensation Committee meeting and the November 17, 2021, Board meeting, CareerSource Pinellas would issue a Request for Quotes (RFQ) from various third-party HR practitioners to conduct an updated Compensation Review. Their quote to perform the compensation review is \$30,800. A budget modification request was approved at the November 17, 2021, Board Meeting that included a line item of \$37,500 for a Compensation Review. Compensation Resources’ proposal is attached for your review and reference.

**RECOMMENDATION**

Approval of Compensation Resources to perform Compensation Review for CareerSource Pinellas at a cost not to exceed \$30,800 plus out-of-pocket expenses, if any.

**Discussion:** None

Motion:	Scott Thomas
Second:	Jack Geller

*The Board of Directors made a motion to approve to approve of Compensation Resources to perform a Compensation Review for CareerSource Pinellas at a cost not to exceed \$30,800 plus out-of-pocket expenses, if any. The motion carried unanimously.*

**INFORMATION ITEM 1 – 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 March 31, 2022.

One of the main focuses after the transition to an interim CEO was the identification and recruiting for positions identified as critical to the ongoing success of CareerSource Pinellas. On February 14, 2022, HR along with the Interim CEO/CFO and the COO identified seven positions that were of the highest priority for the organization. These seven positions were:

- HR Director
- Director of Finance
- Director of Policy and Compliance
- Executive Assistant
- Career Counselors (3)
- 

These positions were all filled, and the last four of the seven hired individuals started Monday, April 4, 2022.

The next round of hires will consist of four specialists and at least five State Employees that CareerSource Pinellas manages. We are committed to finding the best fit for all open positions and will continue to look at staffing based upon funding and needs of the organization.

### **INFORMATION ITEM 2 – Employee Engagement**

At the Special Meeting of the Board of Directors on December 15, 2021, the board unanimously approved to refer Section IV of the Whistleblower Report related to organizational culture and employee engagement, as well as recommendations by Commissioner Flowers to address these topics, to the Compensation Committee for further review and recommended action, if any. The Compensation Committee reviewed and discussed various topics and submitted the following to the Board for review. The Board approved these topics at the March 16, 2022, Board meeting.

One of HR Director's, Jay Burkey, main focuses will be implementation of tactics to improve organizational culture and employee engagement. There was an update on the current status of these topics included in the meeting packet.

### **INFORMATION ITEM 3 – Compensation and Turnover Summary**

As of this meeting CareerSource Pinellas has 44 employees with an average salary of \$55,883.89. For this fiscal year beginning on July 1, 2021, through March 1, 2022, fifteen employees left the organization. Thirteen employees resigned voluntarily, one employee was a layoff and one employee passed away. A total of five new employees have been hired since July 1, 2021. After the February Committee meeting, seven critical positions were identified by the leadership team. They were Director of Human Resources, Director of Finance, Director of Policy and Compliance, Executive Assistant, and three Career Counselors. As of this meeting, all positions have been filled. Two are former employees that left the organization and have returned.

**Adjournment** – Barclay Harless adjourned the meeting at 11:25am



## **ACTION ITEM 2**

### **Employee of the Month**

Based on feedback we have received from employees regarding incentive programs and based on the latest DOL audit, the decision was made to implement an Employee of the Month program. This was started in June of 2022. Our first two recipients are outlined below. To stay compliant with DOL guidelines, we are asking for committee approval for unrestricted funds to pay for the winner's lunch from a facility of their choosing. This is based on employee feedback and will eliminate the use of cash, gift cards, etc. Other suggestions by the committee for employee incentives are welcome also.

Our first recipient was: Lysandra Montijo MIS Lead Lysandra has been with CareerSource since 2009. Starting as an Account Representative she quickly moved into an Intake Specialist role and from there has been a Career Counselor, Supervisor, and Coordinator. She currently serves as an MIS Lead. Her unwavering dedication to helping people and her invaluable assistance to our recent DEO Monitoring led to her being selected as our June Employee of the Month.

Our Employee of the Month for July is Candi Orsini- Specialist Candi has been with CareerSource since 2016. She is a Specialist in our South County office. Candi's passion for helping other achieve their goals was very evident shortly after she joined the CareerSource team. An accomplished athlete, she participated in the Woman's Rugby World Cup in 1991, 1994, and 1998 and was also an assistant coach for the US Woman's National Rugby team. She was also inducted into the US Rugby Hall of Fame. Candi is also a member of the Screen Actors Guild and her work as a stunt woman can be seen in numerous films such as Cocoon, Police Academy 5, and Cry Baby. We are very fortunate to have this multi-talented individual as part of our team and her dedication to her customers always is above and beyond.

#### **RECOMMENDATION**

Approval to use unrestricted funds for recognition lunch for Employee of the Month recipient.



## **INFORMATION ITEM 1**

### **2022 Executive Compensation**

Per Florida Statutes 445.007 (13):

Each local workforce development board shall annually, within 30 days after the end of the fiscal year, disclose to the department, in a manner determined by the department, the amount and nature of compensation paid to all executives, officers, directors, trustees, key employees, and the highest compensated employees, as defined for purposes of the Internal Revenue Service Form 990, Return of Organization Exempt from Income Tax, including salary, bonuses, present value of vested benefits including but not limited to retirement, accrued leave and paid time off, cashed-in leave, cash equivalents, severance pay, pension plan accruals and contributions, deferred compensation, real property gifts, and any other liability owed to such persons. The disclosure must be accompanied by a written declaration, as provided for under s. 92.525(2), from the chief financial officer, or his or her designee, that he or she has read the foregoing document and the facts stated in it are true. Such information must also be published on the local board's website, or the department's website if the local board does not maintain a website, for a period of 3 years after it is first published.

The form for 2021-2022 was completed, certified, submitted to DEO and posted to the organization's website prior to the due date of July 30, 2022. The certified form is attached for the Committee's reference.



**EXHIBIT E**  
**TOTAL COMPENSATION OF EXECUTIVE LEADERSHIP AND OTHER SPECIFIED EMPLOYEES**  
**(Subsection 445.007(13), Florida Statutes, and Executive Order 20-44)**

Entity Name: **WorkNet Pinellas, Inc. dba CareerSource Pinellas**

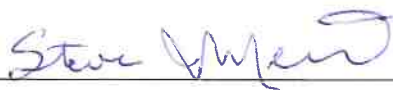
Employee Name	Jennifer Brackney	Steven Meier	Kristopher Lucas	April Torregiante	Jacqueline Heyward	Jay Burkey
Title	CEO	Interim CEO & CFO	COO	Program Director	HR Director	HR Director
Salary	\$123,342.55	\$141,228.43	\$123,079.91	\$52,125.65	\$56,923.20	\$27,692.33
Bonuses	9,315.04	0.00	0.00	0.00	0.00	0.00
Cashed-In Leave	31,651.16	0.00	0.00	12,187.17	2,414.79	0.00
Cash Equivalents	0.00	0.00	0.00	0.00	0.00	0.00
Cash Equivalents Description						0.00
Severance Pay	21,747.14	0.00	0.00	0.00	0.00	0.00
Retirement Benefits (Pension Plan Accruals and Contributions)	9,722.12	7,690.38	6,782.93	3,582.52	0.00	0.00
Employer-Paid Insurance Benefits	9,700.24	14,268.90	14,050.32	8,066.29	6,912.22	2,313.98
Deferred Compensation	0.00	0.00	0.00	0.00	0.00	0.00
Real Property Gifts	0.00	0.00	0.00	0.00	0.00	0.00
Real Property Gifts Description						
Other Payouts	0.00	0.00	0.00	0.00	0.00	0.00
Other Payouts Description						
<b>Total Compensation</b>	<b>\$205,478.25</b>	<b>\$163,187.71</b>	<b>\$143,913.16</b>	<b>\$75,961.63</b>	<b>\$66,250.21</b>	<b>\$30,006.31</b>
Present Value of Vested Benefits including, but not limited to, Retirement, Accrual Leave and Paid Time Off	0.00	\$23,833.43	\$5,575.89	0.00	0.00	\$2,165.54
Percentage of Total Compensation from Federal or State Funds	100%	100%	100%	100%	100%	100%

**TOTAL COMPENSATION OF EXECUTIVE LEADERSHIP AND OTHER SPECIFIED EMPLOYEES**  
 (Subsection 445.007(13), Florida Statutes, and Executive Order 20-44)

Entity Name: **WorkNet Pinellas, Inc. dba CareerSource Pinellas**

Employee Name	Lisa Galish	Mary jo Schmick	Michelle Moeller			
Title	Finance Director	Program Director	Program Director			
Salary	\$23,750.02	\$19,250.00	\$5,406.51			
Bonuses	0.00	0.00	0.00			
Cashed-In Leave	0.00	0.00	8,251.24			
Cash Equivalents	0.00	0.00	0.00			
Cash Equivalents Description						
Severance Pay	0.00	0.00	0.00			
Retirement Benefits (Pension Plan Accruals and Contributions)	0.00	0.00	735.31			
Employer-Paid Insurance Benefits	2,312.36	1,048.34	1,151.85			
Deferred Compensation	0.00	0.00	0.00			
Real Property Gifts	0.00	0.00	0.00			
Real Property Gifts Description						
Other Payouts	0.00	0.00	0.00			
Other Payouts Description						
<b>Total Compensation</b>	<b>\$26,062.38</b>	<b>\$20,298.34</b>	<b>\$15,544.91</b>			
Present Value of Vested Benefits including, but not limited to, Retirement, Accrual Leave and Paid Time Off	\$1,904.11	\$1,945.13	0.00			
Percentage of Total Compensation from Federal or State Funds	100%	100%	100%			

Under penalties of perjury, I declare that I have read the foregoing schedule of Total Compensation of Executive Leadership and Other Specified Employees and that the facts stated in it are true.



\_\_\_\_\_  
Signature

Steven Meier

\_\_\_\_\_  
Printed Name

Interim CEO and Chief Financial Officer

\_\_\_\_\_  
Title

**Definitions:**

**Executive Leadership:** Chief executive officer/executive director of the board and those reporting directly to that position.

**Cash Equivalents:** Gift cards, vouchers, tickets, or other items of monetary value.

**Other payouts:** Cell phone allowances, tuition, gym memberships, car allowances, etc.

**Employer-Paid Insurance Benefits:** Amount of insurance paid by the employer for health, vision, life, dental, disability, etc. (does not include taxes such as FICA, reemployment, etc.)

**Present Value of Vested Benefits including, but not limited to, Retirement, Accrual Leave and Paid Time Off:** Current discounted value of any vested benefit available to the employee at fiscal year end.



## **INFORMATION ITEM 2**

### **Paycor Transition**

Effective October 1, 2022, CareerSource Pinellas will be transitioning from our current Human Resources and Payroll system, ADP, to Paycor. We have had numerous challenges with ADP, some of which are outlined below.

- Payroll requires a lot of manual processes
- ADP requires same information to be entered into multiple screens; easy to miss some required screens
- ADP is not intuitive and not user friendly
- Benefit system not integrated with providers or insurance broker
- Customer service is not adequate for our needs

With the transition to Paycor we will have all our systems, Human Resources, Payroll, Benefits Administration and Talent Management on one platform that is more robust and dynamic. Some of the features of the new system are as follows:

- Will be fully integrated with our insurance broker and benefit carriers
- Organizational charts will be generated
- Annual review process will be fully contained within Paycor

The last expected payroll using ADP will be processed with a pay date of 09/30/2022. Currently Jay Burkey, HR Director, is working with Paycor and their implantation team to facilitate the data transfers needed. Staff will receive more information, training and access to the Paycor platform closer to the implementation date.



## **INFORMATION ITEM 3**

### **Employee Engagement Survey**

The employee engagement survey was approved by the board at the March 16, 2022, meeting to assess employees' perceptions and alignment with organizational values and practices; Measure employees' commitment, motivation, sense of purpose, and passion for their work and the organization. Considerations of the Employee Engagement Survey are:

- Ensure best practices are followed to determine actionable results
- Ensure confidentiality to the extent allowed by Florida Public Records Law
- Use results to impact overall recommendations for enhancing work culture

The Request for Quote was sent out on March 22, 2022, with responses due April 13, 2022. The organization retained DecisionWise to conduct our survey. The survey, sent to all employees hired before June 1, 2022, opened on July 11, 2022, and closed on July 25, 2022. The survey contained x multiple choice questions broken out into x categories. In addition, there were two open-ended questions that asked for employees feedback on changes over the last six months and one that allowed the employees to comment on anything that they wanted.

The organization had an 86% participation rate. The preliminary results are included for review. Management will schedule all-employee meetings to go over the results of the survey and will work with a cross-section of employees to develop recommendations to improve the culture of the organization.

**Preliminary Results expected to be received on Thursday or Friday,**

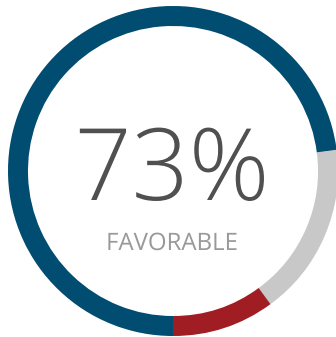
# Summary

**STRUCTURE:** CSPIN Overall

**FILTERS:** None

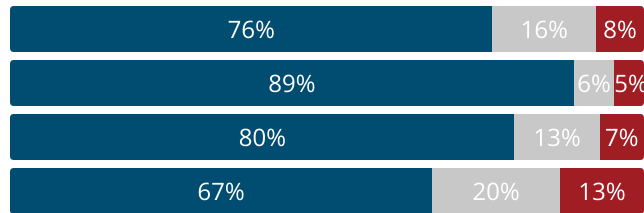
**PARTICIPATION RATE:** 50 of 58 (86%)

## OVERALL FAVORABLE SCORE

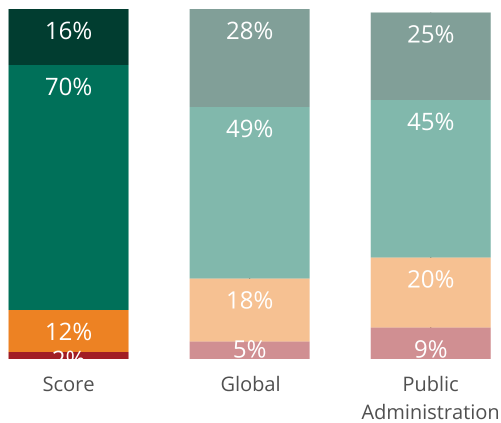


My Job  
My Team  
My Supervisor  
My Organization

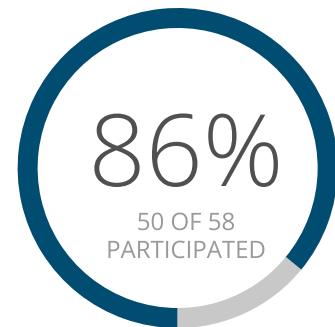
## DIMENSION SUMMARY



## ENGAGEMENT SPECTRUM



## PARTICIPATION



## HIGHEST SCORING ITEMS

18. I enjoy working with the people on my team.	96%
6. I can see how the work I do makes a difference.	96%
19. The people I work with treat me with respect.	94%
15. My coworkers and I openly talk about what needs to be done to be more effective.	92%
32. The vision and goals of CareerSource Pinellas are important to me personally.	92%

## LOWEST SCORING ITEMS

29. I feel my compensation is competitive compared to the industry.	33%
40. CareerSource Pinellas communicates well with all employees about what is going on.	39%
30. I am satisfied with the benefits I receive.	48%
39. We work effectively across departments and functions.	49%
2. I have received the training I need to do my job well.	50%



## **INFORMATION ITEM 4**

### **Other Employee Engagement Items**

At the Special Meeting of the Board of Directors on December 15, 2021, the board unanimously approved to refer Section IV of the Whistleblower Report related to organizational culture and employee engagement to the Compensation Committee for further review and recommended action, if any. One of HR Director's, Jay Burkey, main focuses has been the implementation of tactics to improve organizational culture and employee engagement.

#### **Employee Engagement Committee**

Employee driven committee to come up with ideas to engage employees and to improve morale for all employees. First meeting was May 11, 2022; meetings are being held monthly. Some of the items that have been suggested and implemented:

- Member of Employee Engagement Committee participates in weekly Leadership Team meeting to bring concerns/observations to Leadership. Rotated on a monthly basis.
- Recommended Employee of the Month award
- Quarterly Leadership meetings to address the direction of the organization
- Updated training for all roles
- Cross training
- Mentoring program for new employees

#### **Diversity Committee**

Committee to foster inclusivity in the workplace. Purpose is to educate and embrace our employees' differences and unique challenges to make our workplace inclusive for all. First meeting was held in June 2022; meetings are being held monthly. Some of the items that have been suggested and have been or will be implemented:

- Monthly newsletter that will combine Employee Engagement and Diversity
- Training will be implemented focusing on different diversity topics such as cultural groups, sensitivity training, and other topics as requested by committee
- Diversity bulletin boards will be implemented at all centers for a chance for employees to spotlight where they are from, etc. Will be a great icebreaker for new employees as they on-board



## **INFORMATION ITEM 4**

### **Other Employee Engagement Items (continued)**

#### **Performance Evaluation Process and Metrics**

Align performance metrics with the primary indicators with DEO and USDOL to ensure employee accountability and enhanced service delivery to reach operational objectives.

- Review current process
- Develop metrics, process, and performance tools
- Will be evaluated in conjunction with Annual 360 Performance Review process
- Will be technology-based and integrated with Paycor. Will eliminate Excel spreadsheet format.
- Performance goals will be measurable and clearly defined

Will be implemented in next few months.





## **INFORMATION ITEM 5**

### **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. As discussed at the October 7, 2021, Compensation Committee meeting and the November 17, 2021, Board meeting, CareerSource Pinellas would issue a Request for Quotes (RFQ) from various third-party HR practitioners to conduct an updated Compensation Review.

The RFQ was issued at the beginning of March with the deadline to submit proposals by March 25. CareerSource Pinellas received proposals from four qualified vendors, one of which was hrEdge. Compensation Resources was recommended and approved by the Board at the May 26, 2022, Board Meeting.

Negotiations have ensued since. There was a hang-up regarding confidentiality of information related to Florida's Sunshine Laws and jurisdiction. Exchanged emails between GrayRobinson and their legal counsel and have resolved the issues. We are working with Compensation Resources to schedule the project with implementation of recommendations, if any, effective January 1 at the latest.

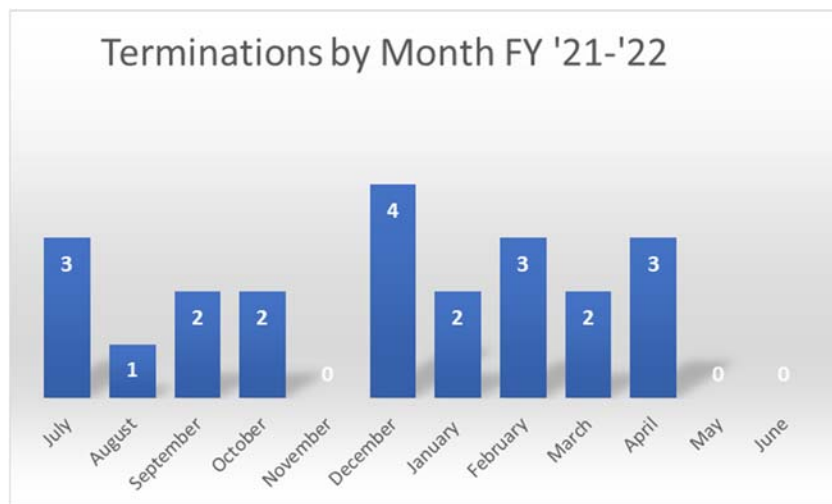


## INFORMATION ITEM 6

### Staffing and Turnover Report for FY 2021-2022

#### Terminations

For our fiscal year we had 22 terminations. Out of those terminations, 2 were due to layoff, one was due to the employee passing away, the rest were due to resignation. Fourteen of the 22 terminations (64%) happened from December of 2021 through April of 2022.



Hiring however has seen an increase since March and that trend continued in our last quarter. From July of 2021 through February of 2022 there were 7 new hires. Starting in March and continuing through the end of June 2022, there were 15 new hires accounting for 69% of all employees hired in FY 2021-2022. Out of the 15 new hires that were brought in, 4 of them were previous employees that returned.



**INFORMATION ITEM 6**  
**Staffing and Turnover Report for FY 2021-2022**  
**(continued)**

