

**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)
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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