



March 2, 2023 - 1:00 P.M.

**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

## Ad Hoc CEO/Counsel Review Committee

### Agenda

**I. Welcome and Introductions** ..... Scott Thomas, Board 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 - October 14, 2021 Ad Hoc CEO/Counsel Committee Mtg ..... Page 1
- 2. General Counsel Performance Review ..... Page 6
- 3. Approval of PY'2022-2023 General Counsel Performance Goals ..... Page 11
- 4. Approval of CEO Performance Review ..... Page 15
- 5. Approval of PY'2022-2023 CEO Performance Goals ..... Page 35
- 6. REACH Act Impact & CEO Position ..... Page 42

**V. Other Administrative Matters**

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

**VI. Open Discussion**

**VII. Adjournment**

**Next Ad Hoc CEO/Counsel Review Committee – TBD**

*\*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 October 14, 2021, meeting of the Ad Hoc CEO/Counsel Review Committee have been prepared and are enclosed.

#### **RECOMMENDATION**

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

**CareerSource Pinellas  
Ad Hoc CEO/Counsel Selection Committee Minutes**

**Date:** October 14, 2021 – 10:00 AM

**Location:** Zoom Meeting

**Call to Order**

Board Chair, Barclay Harless called the meeting to order at 10:02 am. The following members participated.

**Committee Members in attendance**

Commissioner René Flowers, Barclay Harless, Michael Logal, Kevin Knutson

**Staff Present**

Jennifer Brackney, Steven Meier, Jacqueline DuChene-Heyward, Leah Geis

**General Counsel:**

Stephanie Marchman

**Action Item 1 – Approval of Minutes**

The minutes from the August 5, 2021, meeting of the Ad Hoc CEO/Counsel committee were presented for approval.

**Discussion:** None

Motion:	Commissioner René Flowers
Second:	Kevin Knutson

*The minutes were approved as presented. No further discussion. The motion carried unanimously.*

**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 was enclosed in the meeting packet.

**Recommendation**

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

**Discussion:** None.

Motion:	Commissioner René Flowers
Second:	Kevin Knutson

*The Committee made a motion for approval of the General Counsel Performance Review for Stephanie Marchman, Gray|Robinson for the PY'2020-2021. No further discussion. The motion carried unanimously.*

**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.

**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:** Jennifer Brackney stated that, on the recommendation of our internal monitors, there will be a not to exceed amount added to the new contract before bringing it in front of the full board. The contract will be finalized after this meeting, as this meeting needed to happen before they could finalize contract negotiations.

Motion:	Commissioner René Flowers
Second:	Kevin Knutson

*The Committee made a motion for 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. No further discussion. The motion carried unanimously.*

**Action Item 4 – PY’2021-2022 General Counsel Performance Goals**

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

The PY’2021-2022 General Counsel Performance Goals were included in the meeting packet.

**Recommendation**

To approve of the PY’2021-2022 General Counsel Performance Goals.

**Discussion:** None.

Motion:	Commissioner René Flowers
Second:	Michael Logal

*The Committee made a motion to approve of the PY’2021-2022 General Counsel Performance Goals. No further discussion. The motion carried unanimously.*

**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 will conduct the annual review of performance and compensation for the CEO. The review addresses 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 will be 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:**

Motion:	Commissioner René Flowers
Second:	Michael Logal

*The Committee made a motion to approve of the CEO Performance Review for Ms. Jennifer Brackney for the PY2020-2021. No further discussion. The motion carried unanimously.*

**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.

**Recommendation**

Approval of the compensation 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.

**Discussion:** Commissioner René Flowers asked for a bit of an explanation of what has been given historically in the past and what Jennifer Brackney has received before. Jacqueline DuChene Heyward confirmed that Jennifer Brackney received a 5% merit increase for the past two reviews.

Motion:	Michael Logal
Second:	Commissioner René Flowers

*The Committee made a motion to approve of a 5% merit increase 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. Commissioner René Flowers, Michael Logal and Kevin Knutson voted to pass the 5% merit increase. Barclay Harless voted nay, against the 5% merit increase. The motion passed with a ¾ vote.*

**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:**

Motion:	Michael Logal
Second:	Commissioner René Flowers

*The Committee made a motion to approve of the PY’2021-2022 CEO Performance Goals. No further discussion. The motion passed unanimously.*

**Other Administrative Matters**

**Public Comments**

**Committee Members Comments**

Barclay 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. Commissioner René 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. Commissioner 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. Barclay volunteered to help set up the survey with the assistance of Human Resources. Jennifer 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. Michael Logal made an official motion for the creation of an internal culture survey. Commissioner René Flowers seconded the motion.

Jennifer Brackney stated that CareerSource Pinellas applied for two Get There Faster grants that were submitted to the state and suggested project Hope as a focus for those two grants.

**Adjournment** - The meeting was adjourned at 11:01 am.



## **ACTION ITEM 2**

### **General Counsel Performance Review**

On November 17, 2021, the Board of Directors approved the renewal of Gray, Robinson, P.A. for legal counsel services to begin on December 1, 2021, 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 review for the General Counsel. The review addresses the approved General Counsel Performance Goals. The review period is 17 months, July 2, 2021 – November 30, 2022, in order for the evaluation period to correspond with the anniversary date of Gray|Robinson's contract.

The recommendation from this Committee will be presented to the Board of Directors on March 15, 2023.

Performance Review: The members of the Ad Hoc CEO/Counsel Committee requested that the CEO of CareerSource Pinellas, complete the performance review, adding his comments prior to submitting it to the Ad Hoc Committee for consideration.

The General Counsel draft Performance Review is enclosed.

#### **RECOMMENDATION**

Approval of the General Counsel Performance Review for Stephanie Marchman, Gray|Robinson for the PY'2021-2022.



**General Counsel Performance Goals  
Board of Directors Assessment  
PY'2021-2022**

<b>Date Completed:</b>	
<b>Evaluation Period:</b>	<b>July 1, 2021 – Nov 30, 2022</b>



## SECTION 1: Achievement of Goals

**PY'2021-2022**

**July 1, 2021 – November 30, 2022**

Description of Goals	General Counsel's Summary of Performance as to each Goal	Exceeded Expectations	Met Expectations	Needs Improvement
Regular attendance at CareerSource Pinellas Board of Directors and Executive Committee meetings.	General counsel or designee attended all Board of Directors meetings and other committee meetings as requested, providing sound legal guidance as needed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Advise on corporate and tax-exempt organization legal issues related to CareerSource Pinellas.	General counsel or designee was available to provide sound legal advice as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review draft contracts, agreements, leases, and other legal instruments.	General counsel or designee timely and effectively reviewed, revised and approved over a dozen contracts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review by-laws, personnel, fiscal, and other policies and/or procedures.	General counsel or designee timely and effectively reviewed by-laws, personnel, fiscal, and other policies and/or procedures as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide advice regarding potential employee disciplinary action.	General counsel timely and effectively advised CEO with respect to numerous employee discipline matters.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assist the Human Resources Department with investigations on labor law and employee relations concerns.	General counsel timely and effectively advised the Human Resources Department with investigations on labor law and employee relations concerns.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advise on responses to subpoenas, court orders, and Florida Statute Chapter 119 requests for public records.	General counsel or designee timely and effectively responded to subpoenas, court orders, and Florida Statute Chapter 119 requests for public records,	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	including provision of Sunshine Law training to the Board of Directors and staff.			
Defend lawsuits, administrative claims, or other legal claims.	General counsel or designee timely and effectively defended all lawsuits, administrative claims, or other legal claims.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide any other legal services needed.	General counsel or designee timely and effectively provided any other legal services needed, including legislative developments affecting Florida's workforce development boards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall responsiveness and quality of legal services provided.	General counsel timely and effectively responded to legal needs of CareerSource Pinellas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

**Steven Meier Comments:**

2021-2022 was a challenging year for the organization with three whistle-blower complaints filed (two against the previous CEO and one against the current Interim CEO), the final determination of disallowed costs from the DOL Compliance Review, the resignation of the previous CEO and the transition to a new interim CEO and Leadership Team. Through it all, Ms. Stephanie Marchman, and her associates Ms. Heather Ramos and Mr. Patrick Hagen, provided excellent legal counsel. Ms. Marchman is responsive, professional and provides timely and effective legal direction. Specifically:

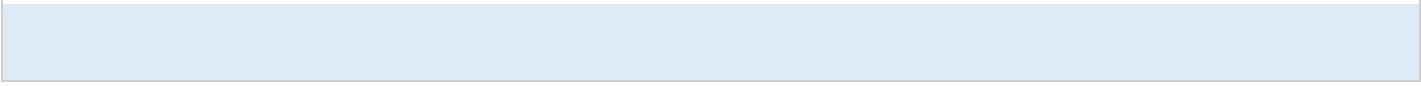
- Ms. Marchman guided the organization through two whistle-blower complaints filed against the previous CEO. The initial complaint, Ms. Marchman coordinated the investigation with an outside counsel with professionalism and confidentiality. The second whistle-blower complaint investigation was handled entirely by GrayRobinson in a professional and confidential manner.
- During March 2022, the organization was informed by the Florida Department of Economic Opportunity of the Final Determination of the DOL Compliance Review that began in 2018. The Final Determination resulted in disallowed costs to the organization of \$1,862,989.81. Ms. Marchman initiated the review of insurance coverage to determine if the organization may be able to recover any of these funds from insurance. Accordingly, Ms. Marchman secured the services of independent Insurance Coverage Counsel to continue our attempt to recover insurance proceeds. As of the date of this review, this is an ongoing matter.
- Ms. Marchman was instrumental in negotiating and finalizing a severance agreement with our previous CEO that was fair and equitable to the organization. This negotiation was performed in confidence with the best interests of the organization.

**Commissioner René Flowers Comments:**

- You have exceeded expectations in the area of By-Laws etc. On a number of occasions there was great conversation because of the ambiguity of what the board could and could not do based on what was written versus assumed (perceived).

**Barclay Harless Comments:**

- I think Stephanie Marchman is doing a fantastic job as has been for the prior years.



<b>Action and Approvals</b>	
Performance appraisal reviewed by Board of Directors on:	
Authorized Board Member Signature and Date:	
Interim CEO Signature and Date:	



## **ACTION ITEM 3**

### **PY'2022-2023 General Counsel Performance Goals**

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

The PY'2022-2023 General Counsel Performance Goals are attached.

#### **RECOMMENDATION**

Approval of the PY'2022-2023 General Counsel Performance Goals.



**General Counsel Performance Goals**  
**Board of Directors Assessment**  
**12/1/2022 – 11/30/2023**

Date Completed:	
Evaluation Period:	December 1, 2022 – Nov 30, 2023

## SECTION 1: Achievement of Goals

**December 1, 2022 – November 30, 2023**

Description of Goals	General Counsel's Summary of Performance as to each Goal	Exceeded Expectations	Met Expectations	Needs Improvement
Regular attendance at CareerSource Pinellas Board of Directors and Executive Committee meetings.	General counsel or designee attended all Board of Directors meetings and other committee meetings as requested, providing sound legal guidance as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advise on corporate and tax-exempt organization legal issues related to CareerSource Pinellas.	General counsel or designee was available to provide sound legal advice as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review draft contracts, agreements, leases, and other legal instruments.	General counsel or designee timely and effectively reviewed, revised and approved over a dozen contracts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review by-laws, personnel, fiscal, and other policies and/or procedures.	General counsel or designee timely and effectively reviewed by-laws, personnel, fiscal, and other policies and/or procedures as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide advice regarding potential employee disciplinary action.	General counsel timely and effectively advised CEO with respect to numerous employee discipline matters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assist the Human Resources Department with investigations on labor law and employee relations concerns.	General counsel timely and effectively advised the Human Resources Department with investigations on labor law and employee relations concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advise on responses to subpoenas, court orders, and Florida Statute Chapter 119 requests for public records.	General counsel or designee timely and effectively responded to subpoenas, court orders, and Florida Statute Chapter 119 requests for public records, including provision of Sunshine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Law training to the Board of Directors and staff.			
Defend lawsuits, administrative claims, or other legal claims.	General counsel or designee timely and effectively defended all lawsuits, administrative claims, or other legal claims.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide any other legal services needed.	General counsel or designee timely and effectively provided any other legal services needed, including legislative developments affecting Florida's workforce development boards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall responsiveness and quality of legal services provided.	General counsel timely and effectively responded to legal needs of CareerSource Pinellas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

<b>Action and Approvals</b>	
Performance appraisal reviewed by Board of Directors on:	
Authorized Board Member Signature and Date:	
Interim CEO Signature and Date:	



## **ACTION ITEM 4**

### **CEO Performance Review**

On February 11, 2021, the Board of Directors appointed Steven Meier as the Interim CEO of CareerSource Pinellas. On November 17, 2021, the Board of Directors 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 will conduct the annual review of performance and compensation for the CEO. The review addresses 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 will be presented to the Board of Directors on March 15, 2023.

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

Grade Level	Job Title Family	Low	Middle	High
221	CEO	\$148,830	\$193,479	\$238,128

Paragraph 11 of the DEO funding agreement provides in part: "Funds provided by DEO may not be used to fund salary, bonus, or incentive of any employee in excess of Federal Executive Level II, regardless of funding source." The Office of Personnel Management released new salary levels for the Executive Pay Scale and effective January 1, 2023, the salary limitation for Executive Level II is \$212,100; up from \$203,700 in 2022. The current Interim CEO's salary is \$148,148.78.

### **RECOMMENDATION**

Approval of the CEO Performance Review for Mr. Steven Meier for the period February 11, 2022 – December 31, 2022.





**Interim CEO and CFO Performance Goals  
Board of Directors Assessment  
2022**

**“Draft”**

<b>Date Completed:</b>	
<b>Evaluation Period:</b>	<b>February 11, 2022 – December 31, 2022</b>

**SECTION 1: Achievement of Goals**

**February 11, 2022 – December 31, 2022**

Descriptions of Goals	Initiatives/*Metrics	Achievements of Goals	Exceeded Expectations	Met Expectations	Needs Improvement
<p><b>Financial Management:</b> Assure adequate control and accounting of all funds, including developing sound financial practices, to ensure that overall financial performance remains within Board approved budgetary parameters and within minimum and maximum limitations established in applicable laws and regulations.</p>	<p><b><u>Initiative:</u> Create greater transparency and accuracy in financial reporting to ensure the planning budget goals are met.</b></p> <ul style="list-style-type: none"> <li>* Provide financial reports to the Board, including cost allocation, grant budget/expenditures and training provider reports.</li> <li>* Continue to review, update and improve usage of the financial management system i.e. Abila and Microix.</li> <li>* Review current contracts to identify cost savings and to ensure statement of work aligns with activities.</li> <li>* Provide detailed reports to better track and manage program budget vs expenditures by grant/program.</li> </ul>	<p>Provided leadership for the allocation of \$7.6 million in revenue, \$3.7 million of personnel costs, and \$1.3 million of training costs delivering monthly detailed reports to track and manage budget vs expenditures by grant, in turn creating greater transparency.</p> <p>Worked with the HR Director to build a Finance Team (replaced Financed Coordinator and hired a Finance Director) focused on assuring the development of adequate controls; developing sound financial practices, transitioning finance responsibilities to focus on CEO responsibilities and ensuring overall financial performance complies with Board approved parameters.</p> <p>Received final approval of Indirect Cost Rate (14.83%) for 2020-2021 and submitted documentation for an Indirect Cost Rate (17.23%) for 2021-2022 from U.S. Department of Labor.</p> <p>Prepared 2022-2023 Planning Budget of \$9.145 Million, obtained approval from LWDB Board of Directors in May 2022 and Pinellas County BOCC in June 2022.</p>	<p align="center"><b>ST, BH</b></p>	<p align="center"><b>RF</b></p>	

		<p>Participated in one virtual and one in-person Finance Officers Group (FOG) Meeting where all the LWDB finance chiefs shared ideas and best practices.</p>			
<p><b>Legal Compliance:</b> Manage public records requests and legal issues in a timely manner.</p>	<p><b><u>Initiative:</u> Respond to monitoring reviews and audits to ensure activities identified from past practices are addressed.</b></p> <ul style="list-style-type: none"> <li>* Provide DOL with an outline of changes initiated during the transition as requested.</li> <li>* Implement changes recommended through technical assistance provided by DOL, DEO, CSF and others.</li> </ul>	<p>Oversaw the conclusion of the USDOL’s Compliance Review. CareerSource Pinellas was responsible for paying back \$1,862,989.81 without any exposure to the taxpayers of Pinellas County. The review was ongoing for more than three years. In addition, currently working along with outside counsel, coordinating legal representation in review of options against insurance carrier to determine whether any of this amount can be recovered through insurance.</p> <p>Supported DEO as they conducted the Programmatic and Financial Monitoring (May 2022) of the period January 1, 2021 – December 31, 2021, to ensure program activities and processes align with local, state, and federal guidance.</p> <ul style="list-style-type: none"> <li>• Overall, findings increased from 3 in prior year to 17. There were 4 findings for Welfare Transition, 1 finding for SNAP, 5 findings for WIOA and 7 findings for Wagner Peyser. Other Noncompliance Issues (ONIs) also increased from 6 to 10. The monitoring period was prior to my becoming Interim CEO. I have used the report to incorporate changes within the agency</li> </ul>	<p><b>ST, BH</b></p>	<p><b>RF</b></p>	

		<p>and programs to identify areas of change and improvement.</p> <ul style="list-style-type: none"> <li>• There were no Findings identified during the Financial Monitoring. There were 2 issues of non-compliance.</li> </ul> <p>Taylor Hall Miller Parker, PA conducted independent semi-annual internal monitoring activities, including administration, finance, customer-related expenditures, programs, work-based learning, subrecipient monitoring and one-stop operator.</p> <p>Based upon results of monitoring and direction of organization, reorganized Program Department and Business Services Department by hiring a Director of Policy and Compliance, Director of Programs and Director of Business Services and making a necessary change of personnel previously overseeing these areas. 2022 was a year of change and a shift in focus, urgency and accountability for Programs and Business Services and will continue into 2023.</p>			
<p><b>Strategic Planning:</b> Implement the Strategic Plan</p>	<p><b>Initiative: Implement the strategic plan:</b> *Leading the implementation of a strategic plan that focuses on the review of the organization’s vision, goals, sector strategies, locations, and training programs. * *Lead the implementation of the comprehensive four-year</p>	<p><b>Goal 1:</b> Began to re-engage partnerships with employer that had been neglected for years. With hiring of a Business Services Director, the organization is addressing their needs and matching job-seekers with employers, funding work-based learning opportunities, etc. Re-established partnership with Bay Care during 2022, which resulted in partnering with a career fair at EPI Center that lead to Bay Care</p>	<p><b>ST</b></p>	<p><b>RF, BH</b></p>	

	<p>strategic plan submitted to DEO on 6/30/2020.</p>	<p>making on-site offers to 14 job seekers that day.</p> <p><b>Goal 2:</b> The organization strengthened partnerships with SPC, PTC and Ultimate Medical Academy. In addition, approved 3 new training providers during 2022 and approved the 2022-2023 to Regional Targeted Occupation List.</p> <p><b>Goal 3:</b> Increased capacity in programs staff in order to expand outreach to jobseekers. In addition, transitioned an employee to marketing position who focused on social media and outreach to employers and jobseekers. Working with outside firm, Tucker Hall, had positive impact in media with events, success stories, etc.</p> <p><b>Goal 4:</b> Built organizational capacity by filling critical positions that had gone unfilled by previous administration as well as hiring personnel to fill other positions identified by leadership team to ensure providing services to job seekers and employers of Pinellas County.</p> <p>Updated and received approval from CareerSource Florida and DEO for the organization's required WIOA 2-year plan update for its 4-year plan.</p>			
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<p><b>Governance:</b> Works effectively with the Board, its officers and committees to define their roles and responsibilities. Works with Board Chair to enable the Board to fulfill its governance functions and manages the Board’s due diligence process to assure timely attention to core issues.</p>	<p><b>Initiative: Facilitate the board and ad hoc committees to bring closure to the action initiated by the Board and/or Board of County Commissioners.</b></p> <ul style="list-style-type: none"> <li>* Review and implement the Interlocal Agreement as approved by LWDB and BCC.</li> <li>* Review and implement the Bylaws as approved by the LWDB and BCC.</li> <li>* Continue to work with the BCC to take a more active role in the selection of board members.</li> </ul>	<p>Facilitated 30 board, committee, and board-related meetings to fulfill governance functions and manage the Board’s due diligence process and assure timely attention to core issues through open communications and improved transparency.</p> <p>From 2/11/22 through 12/31/22, the LWDB reviewed/took action on 126 Items, including 61 Action items and 65 Information Items at five Local Workforce Board meetings and two Special Board meetings.</p> <p>Attended four meetings of the Pinellas Board of County Commissioners (BCC) and was available to provide regular performance, program, and detailed budget updates. In addition, working with Tucker Hall, arranged to have the week of November 14 proclaimed Apprenticeship Appreciation Week in Pinellas County. Accepted proclamation from BCC along with three Board members and representative from SailFuture.</p> <p>Participated in, and led Pinellas County contingent consisting of Board members, Training Providers, Education partners, Employer Partners, Economic Development partners, County Commissioners and Senior Board in 6 meetings with EY as they performed their realignment analysis in accordance with the REACH Act.</p>	<p>ST, RF, BH</p>		
<p><b>Accountability and Transparency:</b> Promotes accountability and</p>	<p><b>Initiative: Present pertinent program and organizational</b></p>	<p>Successfully navigated change, stabilized operations, fostered an environment of</p>	<p>ST, BH</p>		

<p>transparency by ensuring that this organization’s employment and training programs are in alignment with policy and guidance, and accountable to the Pinellas Board of County Commissioners, the local workforce Board, CareerSource Florida, DEO, local employers, job seekers, and the general public.</p>	<p><b>information on a regular basis to the Board, BOCC and other stakeholders.</b></p> <ul style="list-style-type: none"> <li>* Procure an organization to assume the role of conducting independent, semi-annual monitoring.</li> <li>* Provide regular program performance updates to the Board and BCC.</li> <li>* Schedule an annual DEO program performance presentation to the Board.</li> <li>* Provide an annual audit and audit presentation to the Board.</li> <li>* Understand the organization’s liabilities and manage internal control procedures through the annual review and presentation of the Internal Controls Questionnaire (ICQ).</li> <li>* Provide quarterly financial updates.</li> </ul>	<p>transparency, and realigned teams to support program fundamentals.</p> <p>Attended four meetings of the Pinellas Board of County Commissioners (BCC) and was available to provide regular performance, program, and detailed budget updates.</p> <p>Hosted the required annual DEO Program Performance Presentation to the Board of Directors on March 16, 2022, confirming that all but one WIOA performance goals were met or exceeded, including primary indicators, out of school youth, work experience and training. 88.8 percent of funding was expended on direct client services.</p> <p>Cooperated with Patrick Hagen of GrayRobinson during Whistle Blower investigation against Interim CEO that was proven to be unsubstantiated.</p> <p>Worked closely with Stephanie Marchman, of Gray Robinson, who provided support related to day-to-day operational issues, contract reviews, Board and BOCC matters, and coordinating and responding to USDOL Compliance Review-related activities including coordination of insurance matter.</p> <p>Mitigated risk by completing DEO’s Internal Controls Questionnaire (ICQ). The results were</p>			
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presented/approved by the LWDB on November 16, 2022.

Worked with the vCIO to implement the technology objectives focused on these principles: Cybersecurity, Technology Architecture, Financial Responsibility and Operational Responsibility.

2022 IT Accomplishments included:

- Completed migration of data from CTS provided by ATLAS solution to Employ Florida.
- Continued end-user training platform and periodic email phishing testing using KnowBe4
- Transitioned the Intranet to SharePoint Online, in our strategic effort to migrate to the cloud
- Upgraded the WIFI network with a cloud-based solution
- Improved the Internet speed a Lealman Exchange
- Built a new website and provided process improvements

Coordinated audit for year ended June 30, 2022, as well as Audit of the 401(k) Plan for 2021. Both audits were clean without any issues.



		<p>Following Federal uniform procurement standards, successfully procured vendors for:</p> <ul style="list-style-type: none"> <li>• One-Stop Operator</li> <li>• New Copiers</li> <li>• Compensation Study</li> <li>• Employee Engagement Survey</li> </ul>			
<p><b>Workforce Development Performance: Programs:</b> Strategically align workforce development programs to ensure that employment and training services provided by the core programs identified in the WIOA (WIA, Wagner-Peyser, Vocational rehabilitation and Adult Education) are coordinated and complementary so that job seekers acquire skills and credentials that meet employers' needs.</p>	<p><b><u>Initiative:</u> Improve services to employers and continue to promote connections with qualified job seekers and work based training to ensure that services are employer driven and contribute to the economic growth and business expansion in our community. Provide access to quality training to help job seekers acquire industry recognized credentials for in demand jobs.</b></p> <ul style="list-style-type: none"> <li>* Promote sector strategy initiatives in health care, manufacturing, financial and professional services, IT and construction.</li> <li>* Provide WIOA Indicators of Performance updates on a quarterly basis.</li> <li>* Provide Monthly Management Report (MMR) updates on a quarterly basis.</li> <li>* Host networking opportunities to connect</li> </ul>	<p>Worked with the team to achieve program expectations by meeting/exceeding 17 of the 18 U.S Department of Labor "Performance Indicators" for the Workforce Investment and Opportunity Act (WIOA) Program Year ending June 30, 2022.</p> <p>In accordance with the REACH Act, each Local Development Workforce Board received a letter grade based upon specific metrics. The first baseline letter grades were released in October 2022, and CareerSource Pinellas received a grade of B+.</p> <p>75% of our customers enrolled in WIOA Adult, Dislocated Worker, and Youth training programs successfully ended their training activities and over 40% of our WIOA customers have exited the program with employment.</p> <ul style="list-style-type: none"> <li>• Provided 4,394 individuals with career services, including job search assistance, job referrals, career transition, resume assistance, career workshops and program orientations through the Career Resource Centers.</li> </ul>	<p><b>RF, BH</b></p>	<p><b>ST</b></p>	

	<p>job seekers and employers, including monthly career fairs at EPI, in-house recruitment, and weekly professional, executive and general networking meetings.</p> <p>* Provide regular business services reports i.e. RESEA performance, Career Fairs, networking groups, WIOA programs (EWT, OJT, PWE, WARN, REACT) Negotiate annual, local performance goals with DEO.</p>	<ul style="list-style-type: none"> <li>o 51% of the job seekers we serve identify as women, 9.6% as veterans, 8.6% as offenders, and 35.8% as non-white.</li> </ul> <p>32.1% of the Wagner-Peyser customers served in the last 12 months recorded employment; up 2.1% from the 30.0% employed during the previous 12 months.</p> <p>556 Welfare Transition and 689 SNAP customers have been served with 209 customers obtaining employment.</p> <p>Continued partnership with PERC. In December 2022 we solidified this partnership in conjunction with the Paid Work Experience program and successfully connected 18 individuals with significant barriers to employment with work-based learning opportunities with various manufacturers within Pinellas. This partnership will continue into 2023 and beyond.</p> <p>Provided support to the newly launched Personal Finance/Banking program with SPC in partnership with BayFirst Bank. This initiative provides opportunities for individuals interested in the banking industry to gain the necessary skills to launch their career.</p> <p>Over 40 employers have signed PWE/OJT agreements in 2022. Since October, we have</p>			
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		<p>placed 22 individuals in Work Based Learning positions.</p> <p>Boosted operational performance by providing WIOA occupational skills training to 435 individuals placing 118 in employment. There was a significant decline in WIOA activity and case entry after the end of PY 2021 (July 2021). New activity entry was slow but has steadily progressed toward past levels as staffing levels and community engagement improve and are new enrollments have now surpassed the previous 12-months Average annual wages, per placement was \$60,121 for Dislocated Workers and \$48,080 for Adults.</p> <p>Streamlined business services providing more than 1,961 local employers with real time assistance, including labor market information, career fairs, internet-based job postings, employee recruitment/screening, employee referrals, career transition and customized services. 15,000 new job orders were posted—averaging over 1,200 new job orders each month</p> <p>Enrolled 44 individuals in special project training programs, including the Department of Labor Trade Adjustment Assistance Act (TAA), US Department of Labor YouthBuild, and State or CareerSource Florida-led initiatives.</p> <p>Hosted 82 onsite and virtual career fairs, recruitment and networking events connecting</p>			
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489 businesses and local organizations with almost 2,400 job seekers. Included was a second-chance career fair attended by 38 2<sup>nd</sup> chance citizens and 28 service providers and employers.

Through our Recovery Navigator grant, we identified 47 second chance employers in Pinellas County and established relationships with 12 service providers who referred approximately 70 individuals into our programs.

Successfully closed out DOL Youthbuild grant partnered with Pinellas County Schools and local community-based organizations to provide 43 students (2019-2022) with the opportunity to complete their high school education, learn construction-related skills, develop leadership skills and work on building or renovating low-income homes.

Assisted 160 young adults earn their high school diploma and GED, learn on-the-job skills, and develop their career pathway.

Participated in the Ticket to Work program to assist individuals with disability return to work by utilizing career services provided through the Career Resource Center. Through the program, the organization received \$101,000 of unrestricted funds.

<p><b>Key Relationships and Partnerships:</b> Identifies key relationships necessary to support an effective organization and assures proper planning, relationship building and communications to develop and maintain these.</p>	<p><b>Initiative: Facilitate the integration of the organization into the fabric of the community by assuring the use of effective marketing and communication activities. Listen to stakeholders, customers, volunteers, and others in order to improve services and generate community involvement.</b></p> <ul style="list-style-type: none"> <li>* Implement the MOUs and IFAs to ensure activities with key community partners fully leverage resources and linkages.</li> <li>* Explore and make recommendations for the development of MOUs with new partners.</li> <li>* Create a marketing plan and strategy, including marketing, website, success stories and employer highlights.</li> <li>* Continue to reach out to key local employers to rebuild relationships.</li> <li>* Establish, maintain and enhance partnership activities through quarterly partner meetings and online customer service training provided by the One-Stop Operator.</li> </ul>	<p>Successfully facilitated the integration of the organization into the fabric of the community by maintaining 42 operational and strategic partnerships, to leverage resources to expand and enhance services through One-Stop Operator.</p> <p>Ongoing partnership with Pinellas County to operate a satellite Career Resource Center within the Lealman Exchange. Met with Lealman Exchange management to brainstorm ideas to provide services to more residents of the Community Redevelopment Area (CRA)</p> <p>Partnered with the following organizations and fostered growing connections which will lead to greater opportunities for workforce development: Amplify Clearwater, Central Pinellas Chamber of Commerce, Greater Seminole Chamber of Commerce, St Petersburg Chamber of Commerce, Tampa Bay Beaches Chamber of Commerce, Upper Tampa Bay Chamber of Commerce, Pinellas Park Chamber (attended free/open to the public events) and Skyway Marina District. In addition, additional stakeholders/community-based organizations include: Amskills, BAMA, Gateway Business Network, Tampa Bay Works, Thrive by Five, Pinellas County Veteran Task Force, Recruiters Networking Group, and VOAD (Volunteers of Active Disaster)</p> <p>Working with Tucker Hall, created a comprehensive marketing and communications</p>	<p><b>BH</b></p>	<p><b>ST, RF</b></p>	
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	<p>* Participate in partnership/sponsorship opportunities with local chambers and EDC i.e. EDC of Pinellas, EDC of Greater St. Petersburg, and local chambers.</p> <p>Partner with the Tampa Bay Partnership to help better understand the work they are doing and to continue the conversation regarding regional workforce opportunities.</p>	<p>plan to support external communications, optimize social media and create brand and program awareness.</p> <p>Partnered with Ultimate Medical Academy to leverage skills training to strengthen the pipeline for the healthcare industry by connecting academic and work-based learning.</p> <p>Partnered with SPC to support the Rapid Credentialing Training program for IT (Get There Faster Grant).</p> <p>Partnered with community organizations and local stakeholders to connect approximately 130 young adults with businesses in the region for our 2022 Summer Youth Program providing these future leaders with valuable work experience, insight on career paths, and/or career planning.</p> <p>Hosted James Mosteller, Government Relations Director for CareerSource Florida in July. Shared with him the positive strides we have been making since the beginning of 2022 and also took him on a site visit to Ultimate Medical Academy to see one of our more successful training provider operations.</p>			
<p><b>Organizational Leadership:</b> Manages the organization.</p> <p>Deals effectively with demanding situations and designs and implements effective interventions.</p>	<p><b><u>Initiative:</u> Ensure that procedures and organizational culture reflect integrity and transparency. Lead staff in maintaining a climate of excellence,</b></p>	<p>Successfully navigated change, stabilizing operations, fostering an environment of transparency, and realigning our teams with program fundamentals.</p>	<p><b>ST, RF, BH</b></p>		

<p>Establishes and leads an effective management team.</p>	<p><b>accountability and respect.</b></p> <ul style="list-style-type: none"> <li>• Fully staff the organization.</li> <li>• Finalize the development of a succession plan for the organization.</li> <li>• Implement an annual employee engagement survey which will become the benchmark for appropriate organization changes and activities.</li> <li>• Develop performance goals for each employee. Align annual performance evaluations with program year and determine merit/evaluation stipend. Review current programs, SOPS, and Desk Guides to ensure alignment with guidance from DOL, DEO and CSF.</li> </ul>	<p>Hired and developed an effective and competent leadership team. When I was hired as Interim CEO, the organization had 38 FTEs. At the end of the year, we had grown to 56 FTEs. We filled critical positions that had been unfilled in addition to adding other necessary positions. We made an effort, where appropriate, to promote from within and develop our staff and have a transition plan to ensure that knowledgeable staff stay with the agency.</p> <p>Done with collaboration and input from Leadership Team and other key personnel, improved morale and culture of the organization by implementing the following:</p> <ul style="list-style-type: none"> <li>• Employee engagement committee</li> <li>• Diversity committee</li> <li>• Casual and other themed Fridays</li> <li>• Maintained open dialogue with employees</li> <li>• Hired/filled critical positions</li> <li>• Company-wide potluck holiday luncheon</li> <li>• Employee of the Month award</li> <li>• Member of employee engagement committee attends weekly leadership team meeting</li> <li>• Reinstated monthly Employee Newsletter</li> </ul>			
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		<p>Deployed 3-4 staff to Sarasota County to assist CareerSource Suncoast in aftermath of Hurricane Ian.</p> <p>Hired outside firm to conduct an employee engagement survey to capture opinions and perceptions of the staff. Responses for survey were 72% positive. Based upon results, leadership team is addressing areas that received lowest positive scores.</p> <p>Hired outside firm to perform update of compensation review. The review resulted in pay ranges being increased 4.7%. Salaries of employees were reviewed and a majority of employee salaries were increased effective 1/1/2023 to be consistent with new pay ranges. Salaries were increased about \$88,000 on an annual basis.</p> <p>Represented CareerSource Pinellas at various events throughout the year to build relationships and provide awareness of resources and programs.</p> <p>Assumed membership on the Early Learning Coalition Board of Directors and as a member of the Finance Committees.</p> <p>Worked with the Compensation Committee to finalize the evaluation process, review the organization chart and update the compensation review.</p>			
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		<p>Stressed Focus, Urgency and Accountability in everything that we do to ensure a culture that promotes ownership, integrity, transparency, excellence, and respect.</p> <p>Continued focus on developing the Leadership team into strong leaders by allowing them to perform their jobs. Not micro-managing that previously existed in the organization.</p> <p>Conducted 4 Employee Engagement/ Information meetings to discuss transition after resignation of previous CEO and share results of Employee Engagement Survey and status of Re-alignment project.</p> <p>Along with HR Director and Insurance Broker, oversaw the 2023 Open Enrollment process that resulted in switching Medical Insurance carrier to Florida Blue from Humana and seeing a 3% reduction in premiums. Our previous carrier had quoted us an increase in premiums of 60%.</p> <p>Transitioned HRIS and Payroll systems from ADP to Paycor which has resulted in reduced payroll processing time and fewer payroll processing issues.</p> <p>Transitioned a program supervisor to full-time marketing coordinator that has increased our social media presence and improved outreach for participants and events. In addition,</p>			
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		working with Tucker Hall we were able to place numerous positive media stories in 2022			
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## SECTION 2: COMMENTS

### **Commissioner René Flowers' Comments:**

Thank you for your service through this most uncertain time.

### **Barclay Harless' Comments:**

Steve Meier has been instrumental in turning the page on the second chapter of CSP since the issues that arose in 2018 and my appointment to the board. On organizational leadership, Steve has clearly demonstrated a strong willingness to build a open, supportive environment that was lacking prior. He has worked to measure staff morale and to reverse the hemorrhaging of employees that was occurring under prior management.

On the programs front, Steve has a management style that empowers senior leadership to follow the paths that lead to enhanced and new partnerships. The partnerships area has been one lacking in the past 3 years or so since the agency reorganized. Steve has begun to implement the strategic plan that countless hours were spent on prior to 2020.

Finally, Steve has been managing his relationship with the board in a professional and proactive way, describing his own needs and limitations so that the transition of the past year has been adequate to support future growth in the agency.

**Comments from the CEO:**

It was on February 11, 2022, when I was asked to step into the role of Interim CEO. It was something I never aspired to do; however, I accepted the challenge and enjoyed the last year more than I expected to. I have surrounded myself with an excellent leadership team which has made the transition very easy. With them, we set the organization back on course.

- We improved morale from its all-time low at the end of 2021
- We filled positions, a lot critical, that went unfilled for too long
- We added positions to better serve job seekers and employers of Pinellas County
- We overhauled the Business Services Department
- We re-established connections with partners in the community
- We undertook necessary training for staff
- We satisfactorily settled the DOL compliance review without any expense or exposure to the taxpayers of Pinellas County
- Most importantly, we valued, re-built the trust and listened to our employees

No matter what happens with the realignment study, CareerSource Pinellas is positioned to better serve the job seekers and employers of Pinellas County than we were at this time a year ago.

<b>Action and Approvals</b>	
Performance appraisal reviewed by Board of Directors on:	
Authorized Board Member Signature and Date:	
CEO Signature and Date:	



## **ACTION ITEM 5**

### **PY'2022-2023 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'2022-2023 CEO Performance Goals.



**Interim CEO Performance Goals  
Board of Directors Assessment  
2023**

<b>Date Completed:</b>	
<b>Evaluation Period:</b>	<b>January 1, 2023 – December 31, 2023</b>

## SECTION 1: Achievement of Goals

**January 1, 2023 – December 31, 2023**

Descriptions of Goals	Initiatives/*Metrics	Exceeded Expectations	Met Expectations	Needs Improvement
<p><b>Financial Management:</b> Assure adequate control and accounting of all funds, including developing sound financial practices, to ensure that overall financial performance remains within Board approved budgetary parameters and within minimum and maximum limitations established in applicable laws and regulations.</p>	<p><b>Initiative: Create greater transparency and accuracy in financial reporting to ensure the planning budget goals are met.</b></p> <ul style="list-style-type: none"> <li>* Provide financial reports to the Board, including cost allocation, grant budget/expenditures and training provider reports.</li> <li>* Continue to review, update and improve usage of the financial management system i.e. Abila and Microix.</li> <li>* Review current contracts to identify cost savings and to ensure statement of work aligns with activities.</li> <li>* Provide detailed reports to better track and manage program budget vs expenditures by grant/program.</li> <li>* Effectively manage grant funds.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Legal Compliance:</b> Manage public records requests and legal issues in a timely manner.</p>	<p><b>Initiative: Respond to monitoring reviews and audits to ensure activities identified from past practices are addressed.</b></p> <ul style="list-style-type: none"> <li>* Provide DOL with an outline of changes initiated during the transition as requested.</li> <li>* Implement changes recommended through technical assistance provided by DOL, DEO, CSF and others.</li> <li>* Coordinate with outside legal counsel, insurance coverage suit to recover funds as a result of DOL compliance review.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>Strategic Planning:</b> Implement the Strategic Plan</p>	<p><b>Initiative: Implement the strategic plan:</b></p> <ul style="list-style-type: none"> <li>* Leading the implementation of a strategic plan that focuses on the review of the organization’s vision, goals, sector strategies, locations, and training programs.</li> <li>* Lead the implementation of the comprehensive four-year strategic plan submitted to DEO on 6/30/2020.</li> <li>* Lead implementation of the WIOA 2-year plan update submitted and approved by CareerSource Florida in the third quarter of 2022.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p><b>Governance:</b> Works effectively with the Board, its officers and committees to define their roles and responsibilities. Works with Board Chair to enable the Board to fulfill its governance functions and manages the Board’s due diligence process to assure timely attention to core issues.</p>	<p><b>Initiative: Facilitate the board and ad hoc committees to bring closure to the action initiated by the Board and/or Board of County Commissioners.</b></p> <ul style="list-style-type: none"> <li>* Review and implement the Interlocal Agreement as approved by LWDB and BCC.</li> <li>* Review and implement the Bylaws as approved by the LWDB and BCC.</li> <li>* Continue to work with the Pinellas County Economic Development to take a more active role in the selection of board members.</li> </ul>			
<p><b>Accountability and Transparency:</b> Promotes accountability and transparency by ensuring that this organization’s employment and training programs are in alignment with policy and guidance, and accountable to the Pinellas Board of County Commissioners, the local workforce Board, CareerSource Florida, DEO, local employers, job seekers, and the general public.</p>	<p><b>Initiative: Present pertinent program and organizational information on a regular basis to the Board, BOCC and other stakeholders.</b></p> <ul style="list-style-type: none"> <li>* Provide regular program performance updates to the Board and BCC.</li> <li>* Schedule an annual DEO program performance presentation to the Board.</li> <li>* Provide an annual audit and audit presentation to the Board.</li> <li>* Understand the organization’s liabilities and manage internal control procedures through the annual review and presentation of the Internal Controls Questionnaire (ICQ).</li> <li>* Provide quarterly financial updates.</li> </ul>			

<p><b>Workforce Development</b></p> <p><b>Performance: Programs:</b></p> <p>Strategically align workforce development programs to ensure that employment and training services provided by the core programs identified in the WIOA (WIA, Wagner-Peyser, Vocational rehabilitation and Adult Education) are coordinated and complementary so that job seekers acquire skills and credentials that meet employers' needs.</p>	<p><b>Initiative: Improve services to employers and continue to promote connections with qualified job seekers and work based training to ensure that services are employer driven and contribute to the economic growth and business expansion in our community. Provide access to quality training to help job seekers acquire industry recognized credentials for in demand jobs.</b></p> <ul style="list-style-type: none"> <li>* Promote sector strategy initiatives in health care, manufacturing, financial and professional services, IT and construction.</li> <li>* Provide WIOA Indicators of Performance updates on a quarterly basis.</li> <li>* Provide REACH Letter Grade update on an annual basis and implement processes to improve score.</li> <li>* Revamp program reporting to make it more useful and informative to Board, BOCC, and Stakeholders.</li> <li>* Host networking opportunities to connect job seekers and employers, including monthly career fairs at EPI, in-house recruitment, and weekly professional, executive and general networking meetings.</li> <li>* Procure Youth Service provider effective July 1, 2023. Review youth services procured and offered currently and determine what Youth services per WIOA Youth elements are most appropriate to procure.</li> <li>* Negotiate annual, local performance goals with DEO.</li> </ul>			
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<p><b>Key Relationships and Partnerships:</b> Identifies key relationships necessary to support an effective organization and assures proper planning, relationship building and communications to develop and maintain these.</p>	<p><b>Initiative: Facilitate the integration of the organization into the fabric of the community by assuring the use of effective marketing and communication activities. Listen to stakeholders, customers, volunteers, and others in order to improve services and generate community involvement.</b></p> <ul style="list-style-type: none"> <li>* Implement the MOUs and IFAs to ensure activities with key community partners fully leverage resources and linkages.</li> <li>* Explore and make recommendations for the development of MOUs with new partners.</li> <li>* Create a marketing plan and strategy, including marketing, website, success stories and employer highlights.</li> <li>* Continue to reach out to key local employers to rebuild relationships.</li> <li>* Establish, maintain and enhance partnership activities through quarterly partner meetings and online customer service training provided by the One-Stop Operator.</li> <li>* Participate in partnership/sponsorship opportunities with local chambers and EDC i.e. EDC of Pinellas, EDC of Greater St. Petersburg, and local chambers.</li> <li>* Grow work-based learning opportunities with local employers and job-seekers.</li> </ul>			
<p><b>Organizational Leadership:</b> Manages the organization.</p> <p>Deals effectively with demanding situations and designs and implements effective interventions.</p> <p>Establishes and leads an effective management team.</p>	<p><b>Initiative: Ensure that procedures and organizational culture reflect integrity and transparency. Lead staff in maintaining a climate of excellence, accountability and respect.</b></p> <ul style="list-style-type: none"> <li>• Based upon results of REACH Act realignment initiative, determine impact, if any, to the organization and develop strategy along with DEO and CareerSource Florida to implement any changes.</li> <li>• Fully staff the organization.</li> <li>• Finalize the development of a succession plan for the organization.</li> <li>• Implement an annual employee engagement survey which will become the benchmark for appropriate organization changes and activities.</li> <li>• Develop performance goals for each employee. Align annual performance evaluations with program year and determine merit/evaluation stipend. Review current programs, SOPS, and Desk Guides to ensure alignment with guidance from DOL, DEO and CSF.</li> </ul>			

Comments:

### **Action and Approvals**

Performance appraisal reviewed by Board of Directors on:	
Authorized Board Member Signature and Date:	
CEO Signature and Date:	



## **ACTION ITEM 6**

### **REACH Act Impact and CEO Position**

Florida's 2021 Reimagining Education and Career Help Act, known as the REACH Act, is a comprehensive blueprint for enhancing access, alignment, and accountability across the state's workforce development system. CareerSource Florida has spent the last year, along with EY, exploring approaches to aligning Florida's 24 local workforce development boards, consistent with the charge for reducing the number of local boards under the Reimagining Education and Career Help (REACH) Act. The REACH Act seeks to achieve a more coordinated approach in delivering and using essential workforce development resources and services through enhanced alignment and accountability.

At the February 23, 2023, CareerSource Florida Board meeting, EY presented three options in their report:

1. Reduction from 24 to 21 local workforce development boards
2. Reduction from 24 to 19 local workforce development boards
3. Reduction from 24 to 16 local workforce development boards

**Each included a recommendation for the consolidation of Regions 14 and 15; Pinellas and Tampa Bay.** The CareerSource Florida Board approved Option 1. This option would reduce the number of local workforce development boards by three, from 24 to 21 local workforce development boards. Ten local workforce development areas would be directly impacted by some level of change within this option, whether by consolidation or realignment. This option would realign Jefferson County (currently in area 6) with Leon, Wakulla, and Gadsden counties (currently in area 5). It would then realign Madison, Taylor, Lafayette, Hamilton, and Suwannee counties (currently in area 6) into a five-county area. Monroe County (currently in area 23) would realign with Charlotte, Glades, Lee, Hendry, and Collier counties (currently in area 24). Miami-Dade County (currently in area 23) would realign as a single-county area. This option would also include the consolidation of the full area 7 and the full area 9; consolidation of area 14 and area 15; and consolidation of full area 11 and area 13. that now needs to be approved by the Governor. The transition and consolidation will not occur immediately.



## **ACTION ITEM 6 (cont.)**

### **REACH Act Impact and CEO Position**

At the July 26, 2022, Ad Hoc Search Committee meeting it was approved to postpone the search for a new CEO until the recommendations for realignment were presented and to the CareerSource Florida Board. The Bylaws state as follows:

#### **1. Section 2 – Authority and Responsibilities of the Board**

Selecting, hiring and terminating, subject to the approval of the Pinellas County Board of County Commissioners, the Chief Executive Official who shall report directly to the CSPIN Board

#### **2. Section 11 - Ad Hoc Chief Executive Official/Executive Director and Legal Counsel Selection Committee Membership, Duties and Responsibilities**

- Establishing the recruitment process for the Chief Executive Official/Executive Director.
- Screening and ranking applications for the executive director for submittal to the Board of Directors for final approval and hiring.

The current interim CEO, Steven Meier, has met all qualifications of the CEO position. Accordingly, the Ad Hoc Committee recommends moving forward with posting the CEO position internally to satisfy the recruitment process requirements of the organization's bylaws. Also, because of the potential merger, it is imprudent to expend resources on an external recruiter and recruit external candidates.

#### **RECOMMENDATION**

Approval to post the CEO position internally to satisfy the recruitment process requirements of the organization's bylaws.