



February 2, 2023 - 11:00 A.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

## 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 - October 26, 2022 Compensation Committee Meeting ..... Page 1
- 2. Performance & Merit Increases ..... Page 4
- 3. Employee Engagement Survey ..... Page 5

### V. Information Items

- 1. Updated Pay Ranges ..... Page 6
- 2. Organizational Chart ..... Page 7
- 3. Staffing Report ..... Page 9

### VI. Other Administrative Matters

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

### VII. Open Discussion

### VIII. Adjournment

**Next Compensation Committee – April 6, 2023 (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 October 26, 2022, Compensation Committee meeting have been prepared and are enclosed.

#### **RECOMMENDATION**

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

# CareerSource Pinellas Compensation Meeting Minutes

**Date:** October 26, 2022, at 3:00 pm.

**Location:** Zoom

## Call to Order

Scott Thomas sat in for Chair Jack Geller who was unable to attend the meeting. Scott Thomas called the meeting to order at 11:00 a.m. There was a quorum with the following board members present.

## Board Members in Attendance

Jack Geller, Barclay Harless, Angel Barton, Esther Matthews

## Board Members Not in Attendance

Candida Duff, Scott Thomas

## Staff in Attendance

Steven Meier, Jay Burkey, Leah Geis, Lysandra Montijo, Mary jo Schmick

## Counsel in Attendance

Stephanie Marchman

## Guests in Attendance

Diana Neelman

## Public Comments

There were no public comments.

## ACTION ITEM 1 – Approval of the Minutes – 8.4.2022 Compensation Meeting

The minutes of the August 4, 2022, Compensation meeting were presented for approval.

## RECOMMENDATION

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

**Discussion:** None

Motion:	Angel Barton
Second:	Jack Geller

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

## ACTION ITEM 2 – Compensation Review Results

At the 04/07/2022 Compensation Committee Meeting, a proposal to conduct the compensation review was approved and later brought before the Board of Directors for a vote. Compensation Resources' proposal was approved at the 05/26/2022 Board of Directors Meeting.

The compensation review was conducted, and the report is included in this packet for your review and reference. Diana Neelman, with Compensation Resources, will be giving an overview of their findings and she will be available to answer any questions you may have at this committee meeting.

## RECOMMENDATION

Approval to follow Compensation Resources' proposal and increase employee pay ranges by 4.7%. Staff salaries will be evaluated in order to be in alignment with the updated pay ranges and salary increases may be approved up to 4.7%.

**Discussion:** None

Motion:	Barclay Harless
Second:	Angel Barton

*The Compensation committee made a motion for approval to use unrestricted funds for recognition lunch for Employee of the Month recipient. The motion carried unanimously.*

**INFORMATION ITEM 1 – Staffing Report**

Since the beginning of the current Program Year, the organization has decreased by one COO. There is currently no plan to replace the COO at this time. The Finance Department has also decreased by one Director. Business services has decreased by one Apprenticeship Navigator. Programs has decreased by two Career Counselors.

Juan Toribio is transitioning from a Supervisor role to a Marketing Coordinator role, working in conjunction with Tucker Hall.

Since the beginning of the current Program Year, the organization has welcomed the following employees to the CareerSource Pinellas team:

- Sean Thornton, **Business Services Representative**
- Dustin Stull, **Apprenticeship Navigator**
- Jennifer Henzel, **Technician**
- Emelinda Colon, **Business Services Representative**
- David Zirilli, **Director of Finance**
- Britney Norsworthy, **WIOA Career Counselor**
- Mable Livaudais, **Specialist**
- Jason Druding, **Director of Business Services**
- Eugene Woody, **Specialist**

**INFORMATION ITEM 2 – Organizational Chart**

Organizational chart included in meeting packet.

**INFORMATION ITEM 3 – Benefits Renewal Process**

Benefit renewal is underway with our partner HUB International. At this time, we have not received any renewal information, but we are anticipating open enrollment to take place in November for all benefit eligible employees.

**INFORMATION ITEM 4 – Paycor**

CareerSource Pinellas' new HRIS system, Paycor, was successfully implemented on October 1, 2022. The first payroll that was run through this system was completed on October 10, 2022. The system took a significantly shorter period of time to process in comparison to the old system and so far has been well received by all employees.

**INFORMATION ITEM 5 – Employee Engagement Survey Review**

Steve and Jay met with the staff at the EpiCenter, South County and the Gulf to Bay center all separately to review the survey results.

**Adjournment** – Jack Geller adjourned the meeting at 3:46pm.



## **ACTION ITEM 2**

### **Performance and Merit Increases**

To improve employee performance and morale, remain a competitive workforce, and hold employees accountable for their work the organization has implemented 360 Reviews via Paycor for this program/fiscal year.

The annual performance review process typically accompanies a merit increase, cost of living increase, and/or a performance evaluation stipend, or, depending on funding, consideration may be given to forgoing an increase.

Historically, a performance benefit stipend was awarded to employees based on their performance evaluation. Three years ago, a merit increase was instituted for employees from 0% to 5% of the employee's base salary determined by the individual's overall rating on his/her annual performance evaluation. Two years, the recommendation was for those employees who did not reach the maximum of their pay range, an opportunity to decide whether to receive a merit increase or a one-time performance evaluation stipend. Last year, the recommendation was to offer only a merit increase.

The handling of performance evaluation review and benefits is brought to the board annually for consideration. Again, this program year, CareerSource Pinellas is recommending that only merit increases be offered.

### **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 2023.



## **ACTION ITEM 3**

### **Employee Engagement Survey**

CareerSource Pinellas hired DecisionWise to administer an employee engagement survey in July 2022. The organization will use the results of that survey as a baseline. An employee engagement survey is used to assess employees' perceptions and alignment with organizational values and practices and to measure employees' commitment, motivation, sense of purpose, and passion for their work and the organization. Considerations of an employee engagement survey:

- 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 cost to administer the survey in 2022 was \$8,500. CareerSource Pinellas would like to contract with DecisionWise again this year to conduct a follow-up engagement survey to measure organizational improvements and to continue to solicit employee feedback for ongoing improvements.

#### **RECOMMENDATION**

Approval to enter into contract with DecisionWise to conduct a follow-up employee engagement survey after July 1, 2023.



## INFORMATION ITEM 1

### Updated pay ranges

In October 2022 CareerSource Pinellas conducted a compensation review via Compensation Resources. Their findings and suggestion were to increase our pay ranges by 4.7% in order to be in alignment with the current job market. The approved pay ranges, which went into effect January 1, 2023, are included for review.

Grade Level	Job Title Family	Low	Middle Band			High
		Minimum	30th Percentile	Midpoint	70th Percentile	Maximum
221	CEO	\$148,830	\$175,619	\$193,479	\$211,338	\$238,128
219	CFO/COO	\$127,598	\$150,566	\$165,877	\$181,189	\$204,157
214	Director	\$86,841	\$99,970	\$108,722	\$117,475	\$130,604
214	HR Director	\$86,841	\$99,970	\$108,722	\$117,475	\$130,604
210	Partner	\$65,495	\$73,354	\$78,593	\$83,833	\$91,692
208	Supervisor	\$56,151	\$62,889	\$67,381	\$71,874	\$78,612
206	Coordinator	\$48,140	\$52,492	\$55,395	\$58,296	\$62,648
105	Instructor, Trades	\$44,575	\$48,605	\$51,291	\$53,978	\$58,008
105	Business Services Representative	\$44,575	\$48,605	\$51,291	\$53,978	\$58,008
105	Lead	\$44,575	\$48,605	\$51,291	\$53,978	\$58,008
104	Career Counselor	\$41,273	\$45,004	\$47,492	\$49,980	\$53,711
104	Navigator	\$41,273	\$45,004	\$47,492	\$49,980	\$53,711
103	Instructor	\$38,216	\$41,671	\$43,974	\$46,277	\$49,733
103	Specialist	\$38,216	\$41,671	\$43,974	\$46,277	\$49,733
102	Technicians	\$35,158	\$38,337	\$40,456	\$42,575	\$45,754

*\*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.*

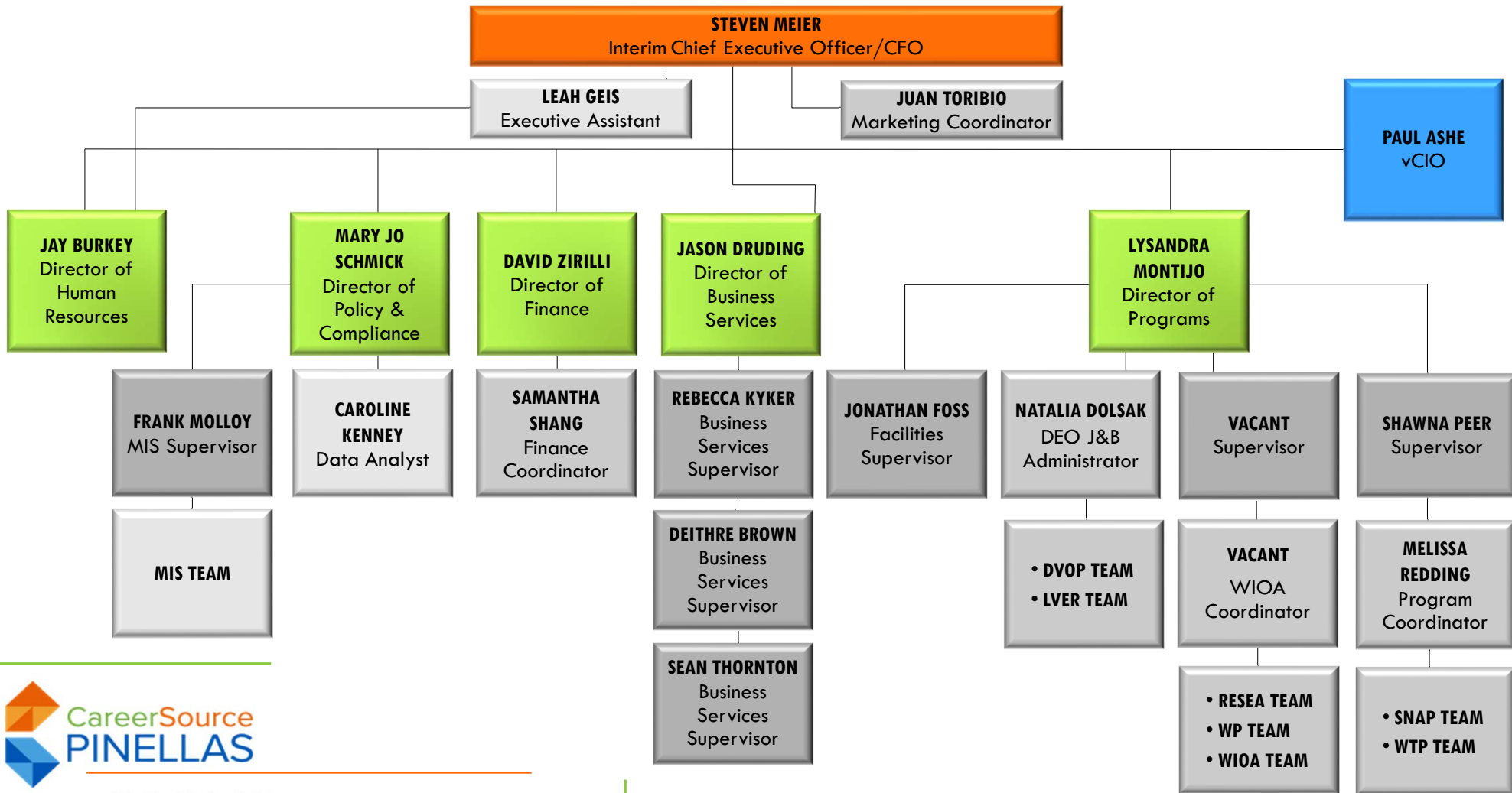


## **INFORMATION ITEM 2**

### **Organizational Chart**

As part of the requirements of our annual Compliance Review, the updated organizational chart is included for review.





# ORGANIZATION CHART



## INFORMATION ITEM 3 STAFFING REPORT

As of December 31, 2022, there were 56 FTEs compared to 44 on December 31, 2021. Since the beginning of the current Program Year (7/1/2022), the organization has had 14 new hires and 7 terminations.



### Terminations

- 1 COO (involuntary)
- 1 Apprentice Navigator
- 1 Finance Director (involuntary)
- 1 Career Counselor (grant ended)
- 1 WIOA Coordinator
- 2 Business Services Supervisors
- 1 Career Counselor (job abandonment)



## INFORMATION ITEM 1 (cont.) STAFFING REPORT

### New Hires

- Emelinda Colon, **Business Services Representative** (9/2/2022)
- Jason Druding, **Director of Business Services** (10/10/2022) - Rehire
- Jonathan Foss, **Facilities Supervisor** (12/1/2022)
- Rosalind Goggins, **Specialist** (11/7/2022)
- Jennifer Henzel, **Technician** (9/12/2022)
- Mable Livaudais, **Specialist** (8/1/2022)
- Brittney Munyer, **WIOA Specialist** (10/24/2022)
- Britney Norsworthy, **WIOA Career Counselor** (9/6/2022)
- Dustin Stull, **Apprenticeship Navigator** (9/26/2022)
- Michael Sylvestri, **Specialist** (11/7/2022)
- Sean Thornton, **Business Services Representative** (10/3/2022)
- Kathleen Watson, **WIOA Career Counselor** (10/24/2022)
- Eugene Woody, **Specialist** (7/1/2022) – hired from COVID grant
- David Zirilli, **Director of Finance** (9/12/2022)

We continue to evaluate the needs of the organization and will hire based upon servicing the needs of the job seekers and employers of Pinellas County taking into account budgetary considerations.