

**CareerSource Pinellas
Board of Directors Minutes**

Date: Wednesday, January 18, 2023, at 11:45 am.

Location: Hybrid meeting – Zoom/EpiCenter, 13805 58th St. N., Rooms 1 - 451 & 1 - 453, Clearwater, FL 33760

Call to Order

Chair, Scott Thomas, called the meeting to order at 11:44 a.m. There was a quorum with the following board members present.

Board Members in Attendance

Scott Thomas (Zoom), Barclay Harless (In person), Commissioner René Flowers (In person), Belinthia Berry (Zoom), Elizabeth Siplin (Zoom), Kenneth Williams (Zoom), Jack Geller (Zoom), John Howell (Zoom), Kevin Knutson (In person), Lisa Cane (Zoom), Mark Hunt (In person), Patricia Sawyer (Zoom), Michael Jalazo (In person), Shawn McDonnell (Zoom), Esther Matthews (Zoom), David Fetkenher (Zoom), Zachary White (Zoom), Celeste Fernandez (Zoom), Dr. Rebecca Sarlo (Zoom), Glenn Willocks (Zoom), Bart Diebold (In person)

Board Members Not in Attendance

Candida Duff, Ivonne Alvarez, Michelle Radcliffe, Angel Barton, Zac Holland

Board Counsel

Stephanie Marchman (Zoom)

Staff in Attendance (all attended in person)

Steven Meier, Jay Burkey, Mary jo Schmick, Leah Geis, David Zirilli, Jason Druding, Lysandra Montijo, Juan Toribio, Raymond Westergard

Guests in Attendance

Danielle Weitlauf – Tucker Hall (In person)

Michael Long – SailFuture (In person)

Public Comments

There were no public comments.

Presentation

Michael Long from SailFuture did a presentation for the board giving a brief overview of what SailFuture does and how they can partner effectively with us.

CEO Report

Steve Meier gave a report of activities since the last Board meeting including meetings with some of the members of the Florida House and Senate Delegation, meeting with CareerSource Florida board member and overview of organizational successes in 2022.

Action Item 1 – Approval of the Minutes – 1.18.23 Board of Directors Meeting

The minutes of the November 16, 2022, Board of Directors meeting were presented for approval.

RECOMMENDATION

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

Discussion: None

Motion:	Jack Geller
Second:	Mark Hunt

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

Action Item 2 – Approval of 2021 IRS Form 990

WorkNet Pinellas’ IRS Form 990 has been completed for the period beginning July 1, 2021 and ending June 30, 2022. Based on the 990 disclosure requirements (Part VI, Section B, 11a), a copy will be provided to each voting member of the Board, prior to filing it with the IRS. The 990 form will be filed after approval by the full Board of Directors meeting in January 2023.

***2021 IRS Form 990 was included in the packet.**

RECOMMENDATION

Approval of the 2021 IRS Form 990.

Discussion: None

Motion:	Mark Hunt
Second:	Commissioner René Flowers

The Board of Directors made a motion for approval of the 2021 IRS Form 990. The motion carried unanimously.

Action Item 3 – Approval of Training Provider – Net Synergy LT3 Academy

Net Synergy Virtual Solution’s Pre-apprenticeship, LT3 Academy, is seeking initial provider approval. They have a registered apprenticeship that is already on the Eligible Training Provider List (no approval needed for RA).

Courses/Certificate/Diploma Programs

Type of Degree or Certificate		Tuition & Fees	Grants and other funding	Est. Total Cost to WIOA	Duration of Training
Software Developer Pre-Apprenticeship Certificate		\$18,000	\$10,500	\$7,500	6 months

- Years in operation: 14 years
- Total enrollments for prior year: 0 (for pre-apprenticeship)
- Total enrollments current year: 33
- Retention Rate: 2 dropped out
- Completed: 3
- Employed: All 3
- 28 still in the program

RECOMMENDATION

Approval to add the Net Synergy LT3 Academy Pre-Apprenticeship program to the Eligible Training Provider List.

Discussion: None

Motion:	Commissioner René Flowers
Second:	Michael Jalazo

The Board of Directors made a motion for approval to add the Net Synergy LT3 Academy Pre-Apprenticeship program to the Eligible Training Provider List. The motion carried unanimously.

Action Item 4 – Approval of WIOA Dislocated Worker Funds Transfer

The Workforce Innovation and Opportunity Act (WIOA) provides the authority for Local Workforce Development Boards (LWDB), with the approval of the Governor, to transfer 100% of the funds allocated to the LWDB for adult activities for expenditure on dislocated worker activities, and dislocated worker funds for expenditure on adult activities. Funds may not be transferred to or from the WIOA Youth program.

Prior approval from Florida Department of Economic Opportunity (DEO) is required for each transfer. In addition, when the request exceeds 25% of the annual allocation, the full board must vote to approve the request.

CareerSource Pinellas requested transfer of \$300,000 in October. Because this amount was under 25% of the annual allocation, Board approval was not required. CareerSource Pinellas received DEO approval on October 21, 2022. CareerSource Pinellas is requesting an additional transfer of \$400,000 to bring total request to \$700,000 which is 50% of the total annual allocation. With approval of this transfer, CareerSource Pinellas still has sufficient funds to serve dislocated workers for the remainder of the program year.

RECOMMENDATION

Staff recommends approval of the transfer of \$400,000 additional funds from Dislocated Worker to Adult as shown below and more fully described in the attached DEO Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs.

Program Year	Total Award Amount	Amount of DW Requested to be Spent on Adult	Percentage of DW Requested to be Spent on Adult	Status
2021-2023	\$1,412,136	\$300,000	21%	Approved
2021-2023	\$1,412,136	\$700,000	50%	Requested

Discussion: None

Motion:	Michael Jalazo
Second:	Mark Hunt

The Board of Directors made a motion for approval of the transfer of \$400,000 additional funds from Dislocated Worker to Adult and more fully described in the attached DEO Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs. The motion carried unanimously.

General Counsel Update – Gray|Robinson

Stephanie Marchman from GrayRobinson presented a summary of legal services provided to CareerSource Pinellas since the last Legal Services Summary and Litigation Report to the Board of Directors at its meeting on November 16, 2022:

- Provided guidance regarding employment matters, including voluntary termination date, customer harassment of employees, and wages.
- Coordinated with coverage counsel regarding the response to the Department of Labor final determination and possible insurance coverage for disallowed costs.
- Reviewed Board of Directors agenda packet as to form and legality; attended Board of Directors and Compensation Committee meetings.
- Provided sunshine law guidance with respect to the destruction of historic WorkNet records.

Pending litigation report:

There is no known pending litigation against CareerSource Pinellas.

vCIO Report

Steve Meier gave an updated on IT initiatives for 2022 and 2023.

2022 IT Accomplishments

- 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

2023 Upcoming Strategies

1. Development and testing of Disaster Recovery Plan
2. Migrate all on-premises servers to Microsoft Azure

INFORMATION ITEM 1 – November Financial Package

Steve Meier indicated that the November Financial packet was included in the Board packet for review.

INFORMATION ITEM 2 – Budget Modification I

Budget Modification I was approved at the November 16, 2022 Board of Directors Meeting; the budget modification financial statements were included in the packet for informational purposes.

INFORMATION ITEM 3 – Compensation Review Summary and Impact

The compensation review was completed in October of 2022 and at that time the recommendation was to increase our pay ranges by 4.7% to bring them more into agreement with the current job market. That recommendation was approved at the November 16, 2022, Board meeting. Upon review of the salaries of the current employees the decision was made to consider increases to current salaries up to 4.7% to align current staff with the updated pay ranges.

Effective January 1, 2023:

- 39 out of 55 (71%) employees received an increase. Those that did not were either highly compensated, newly promoted, or newly hired.
- Only 4 employees received less than the maximum increase rate of 4.7%.
- The average amount of the increase was \$2,345 annually per person.
- The impact of the increases for the 2022-2023 program year is \$44,553.
 - Budget Modification I included \$55,458 for salary increases.
- The total impact to the annual budget will be an additional \$89,000.

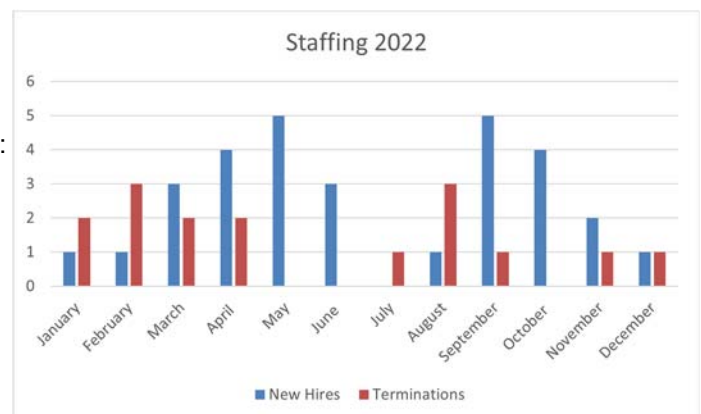
INFORMATION ITEM 4 – Year in Review - Staffing

Board Staff

- 30 employees joined the CareerSource family in 2022.
- 16 employees left the company, the breakdown is as follows:
 - 12 resignations
 - 1 was due to job abandonment
 - 1 was due to grant funding ending
 - 2 involuntary terminations

DEO (State) Staff

- 8 new hires
- 8 individuals left the company
 - 2 retirements
 - 1 resigned to join CareerSource directly
 - 2 left to join the VA
 - 3 remaining reasons were not disclosed



INFORMATION ITEM 5 – 2023 Benefits Renewal

For 2023 benefit year, CareerSource Pinellas opted to move medical insurance carriers from Humana to Florida Blue Cross and Blue Shield (Florida Blue).

- Humana quoted a 67% increase in medical insurance premiums
- Florida Blue quoted a decrease of 3% in medical insurance premiums
 - Four medical options are offered to our employees
- Our ancillary plans for dental and vision were transferred to Mutual of Omaha due to costs. The employee cost on these plans either remained the same or decreased slightly.

Employee Coverages:

- 53% of employees enrolled in health coverage
- 89% enrolled in dental coverage
- 80% enrolled in vision coverage
- Of 48 employees enrolled in our primary offerings of medical, dental and vision, all but 3 have the entire cost of their benefits offset by the benefit stipend. The stipend remains at \$12,580 per year per employee

The company also transitioned our Long-Term and Short-Term Disability insurance, Accidental Death and Dismemberment, and Voluntary Life coverage to Mutual of Omaha. The rates offered for Life and AD&D decreased 15.25% by switching.

We feel that the 2023 benefit offerings to employees offer significant savings to the organization and employees without sacrificing quality offerings for our employees.

INFORMATION ITEM 6 – Employee Engagement Survey Summary

Following the results of our Employee Engagement Survey the organization has begun to focus on the areas identified as opportunities from that survey:

1. **Training:** In response to unfavorable perception on training, there are current opportunities to expand and enhance the current training modules available to employees. New Hire Orientation is being revamped; annual trainings are being developed as well. Business Services conducted intensive training over a 30-day period during the fourth quarter of 2022. Currently there is a planned Inservice Day for staff development training in February.
2. **Benefits:** As stated with the benefit renewal report, emphasis was placed on obtaining better benefit offerings for employees for open enrollment. There was a 60% increase in enrollments during open enrollment for the 2023 benefit year. Also, 94% of employees enrolled in benefits have 100% of the cost offset by the benefit stipend.
3. **Communication:** There have been numerous improvements in regard to communication including in-person results of the engagement survey being held at each center, the employee engagement committee being formed, the employee newsletter being revived monthly, and other programs to increase communication and morale.
4. **Compensation:** CareerSource launched a compensation study that resulted in increases for 71% of staff members.

INFORMATION ITEM 7 – WIOA Performance Indicators (Programs)

***A spreadsheet containing the WIOA primary performance indicators was included in the packet.**

INFORMATION ITEM 8 – WIOA Reports & WP Reports (Programs)

During PY'2022-2023, WIOA activities were provided to a total of 2,794. These services include Assessments, Counseling, and Training to name a few. During the PY'2022-2023, our Wagner Peyser Job Referrals, Services and Placements totaled 10,678. We were integral in assisting 2,260 unique customers that had never received services from CareerSource Pinellas in the past.

***Additional tables/spreadsheets were included in the packet.**

INFORMATION ITEM 9 – 2023 Program Initiatives (Programs)

- Streamlining WIOA Eligibility and Enrollment process
- Summer PAYS (Youth summer work program)
 - 120-130 youth in 2022
 - Planning has begun – looking for employers and recruiting students
- Increased focus on Paid-Work-Experience and Work-Based-Training Opportunities
- Increase traffic in centers; hasn't returned since COVID
 - In-person orientations for RESEA & WIOA programs
 - Transitioning workshops from on-line to in-person
- Increasing collaboration with our community partners
- Focus on areas to improve letter grade from B+ to A
- Training opportunities for staff
- Enhanced outreach and recruitment efforts
 - Increase use of Social Media
 - Revamping Flyers with easy-to-understand terms

INFORMATION ITEM 10 – Summary of Services Offered (Business Services)

Business services are provided to enhance the efficiency and productivity of local employers. Customized solutions for your specific workforce needs are available.

Business Services Include:

- Job Posting to Employ Florida
- Recruiting Services
- Funding for Work-based Training
- Career Fairs
- Center Based Recruitment Events
- Tax credits for Veteran hiring

INFORMATION ITEM 11 – 2022 Year in Review (Business Services)

Year in Review

- 2nd Chance Job Fair in partnership with DOC (top left)
- LinkedIn Local Networking Event (top right)
- Manufacturing Career Fair in partnership with SPC (bottom left)
- First Responders Job Fair (bottom right)
- BayCare Hiring Event
- Paychecks for Patriots Career Fair
- Summer Pays Program
- Relaunch of Professional networking groups

Coming up in 2023

- Multiple Spring Career Fairs with SPC
- Enhancing Business Engagement
- Enhancing Candidate engagement
- Focus on Connecting talent to opportunity

INFORMATION ITEM 12 – Board Orientation Reminder (Board Administration)

Steve Meier reminded Board members who have yet to complete their Board Orientation to complete required Board Orientation. The instructions to log onto the online course were included in the packet.

Board Informational Series: Public Workforce System

Mary jo Schmick gave a presentation on the Public Workforce System.

Other Administrative Matters – There were no other administrative matters.

Adjournment – Commissioner René Flowers adjourned the meeting at 1:16pm.