

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.