

CareerSource Pinellas Compensation Meeting Minutes

Date: February 2, 2023, at 11:00 am.

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.

Board Members in Attendance

Barclay Harless, Scott Thomas, Esther Matthews, Bart Diebold

Board Members Not in Attendance

Angel Barton, Candida Duff, Jack Geller

Staff in Attendance

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

Public Comments

There were no public comments.

ACTION ITEM 1 – Approval of the Minutes – 10.26.2022 Compensation Meeting

The minutes of the October 26, 2022, Compensation meeting were presented for approval.

RECOMMENDATION

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

Discussion: None

Motion:	Esther Matthews
Second:	Barclay Harless

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

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.

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.

Discussion: None

Motion:	Barclay Harless
Second:	Esther Matthews

The Compensation committee made a motion for 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. The motion carried unanimously.

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:

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.

Discussion: None

Motion:	Barclay Harless
Second:	Esther Matthews

The Compensation committee made a motion for approval to enter into contract with DecisionWise to conduct a follow-up employee engagement survey after July 1, 2023. The motion carried unanimously.

INFORMATION ITEM 1 – Staffing Report

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, were included for review.

INFORMATION ITEM 2 – Organizational Chart

Organizational chart included in meeting packet.

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.

The organization continues 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.

Adjournment – Scott Thomas asked if there was a motion to adjourn. Esther Matthews made a motion to adjourn the meeting, and Scott Thomas adjourned the meeting at 11:21am.