

**CareerSource Pinellas
Board of Directors Minutes**

Date: Wednesday, July 12, 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 11:45 a.m. There was a quorum present with the following board members in attendance.

Board Members in Attendance

Scott Thomas (In person), Barclay Harless (Zoom - 11:49am), Belinthia Berry (Zoom), Jack Geller (Zoom), John Howell (In person), Kenneth Williams (Zoom), Mark Hunt (Zoom), Michael Jalazo (In person), Shawn McDonnell (Zoom), David Fetkenher (Zoom – 12:02pm), Dr. Rebecca Sarlo (Zoom – 11:58am), Glenn Willocks (Zoom), Esther Matthews (Zoom), Kevin Knutson (In person), Larry Morgan (In person), Candida Duff (Zoom), Celeste Fernandez (Zoom), Dawn Peters (In person)

Board Members Not in Attendance

Commissioner René Flowers, Elizabeth Siplin, Zachary White, Bart Diebold, Zac Holland, Ivonne Alvarez, Patricia Sawyer

Board Counsel

Stephanie Marchman (Zoom)

Staff in Attendance (all attended in person)

Steven Meier, Jay Burkey, Michelle Moeller, Leah Geis, David Zirilli, Jason Druding, Lysandra Montijo, Raymond Westergard, Juan Toribio

Guests in Attendance

Danielle Weitlauf – Tucker Hall (In person)
Austin T. (Zoom)
Mary jo Schmick (Zoom)
Daniel Harper – DEO/Department of Commerce (Zoom)
Yvette McCully – DEO/Department of Commerce (Zoom)
Shawn Brown – DEO/Department of Commerce (Zoom)

Public Comments

There were no public comments.

CEO Report

Steve Meier gave a report of activities since the last Board meeting.

General Counsel Update – Gray|Robinson

Stephanie Marchman, legal counsel from Gray|Robinson, gave General Counsel update. The memo was included in the packet.

ACTION Item 1 – Approval of the Minutes

The minutes of the May 17, 2023, 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 – CEO Contract

BACKGROUND

On May 17, 2023, the CareerSource Pinellas Board of Directors (“Board”) approved Steven Meier as the Chief Executive Officer (“CEO”) of CareerSource Pinellas, subject to the approval of the Pinellas County Board of County Commissioners. Subsequently, the Pinellas County Board of County Commissioners approved Mr. Meier’s appointment as CEO, in accordance with the organization’s by-laws, at its June 13, 2023, meeting. The Board additionally recommended and approved that an employment contract be negotiated with Mr. Meier consistent with past CEO contracts. Mr. Scott Thomas, Board Chair, and Ms. Stephanie Marchman, Board General Counsel, negotiated the contract with Mr. Meier, subject to the approval of the Board.

The proposed contract contains the following clauses:

1. Compensates Mr. Meier a salary of \$175,000 for a three-year term. Mr. Meier’s salary was approved at the March 15, 2023, Board meeting retroactive to January 1, 2023.
2. Provides Mr. Meier twenty (20) weeks of severance pay if Mr. Meier’s employment is terminated prior to the expiration of the contract term by Mr. Meier for “good reason” or by CareerSource Pinellas for a reason other than “cause.” However, Mr. Meier will not receive severance pay if within 90 days of his termination date he becomes employed as an executive by an organization which takes over the majority of operations or functions of CareerSource Pinellas.
3. But for minor changes to comply with the DEO Agreement and law, all other contract provisions are consistent with previous CEO contracts.

The proposed contract was included in the packet.

RECOMMENDATION

Approve the CEO employment contract for Steven Meier for the period of July 1, 2023, through June 30, 2026.

Discussion: None

First motion was to approve the contract itself.

Motion:	Jack Geller
Second:	Michael Jalazo

There was a second motion made to confirm that the contract would take effect, retroactively, on July 1st, for a three year term.

Motion:	Michael Jalazo
Second:	Mark Hunt

The Board of Directors made a motion to approve the CEO employment contract for Steven Meier for the period of July 1, 2023, through June 30, 2026. The motion carried unanimously.

ACTION Item 3 – One-Stop Operator Contract

Under The Workforce Innovation and Opportunity Act (WIOA), one-stop operators are required to be selected through a competitive process. As detailed in TEGL 15-16, local boards must reissue a competitive operator selection process at least every four years under WIOA. Competition is intended to promote the efficiency and effectiveness

of one-stop operators by providing a mechanism for local boards to regularly examine performance and costs against original expectations.

The Board approved contracting with The Kaiser Group (DE), LLC, dba Dynamic Workforce Solutions, for a one-year term commencing July 1, 2022, with the option of up to three one-year renewals. The contract for 2022-2023 was for \$45,000. The renewal for the period July 1, 2023, through June 30, 2024, is \$52,000. The \$7,000 increase in the budget allows for 3% salary increase for the Customer Advocate, a small increase in time allocated for the Director of One-Stop Services from 15% to 17% and slight increase in travel costs and supplies. CareerSource Pinellas policy requires all contracts in excess of \$50,000 to be approved by the Board.

RECOMMENDATION

Approval of the One-Stop Operator renewal contract for The Kaiser Group (DE), LLC, dba Dynamic Workforce Solutions, for a one-year term commencing July 1, 2023, for \$52,000.

Discussion: None

Motion:	Mark Hunt
Second:	Michael Jalazo

The Board of Directors made a motion for approval of the One-Stop Operator renewal contract for The Kaiser Group (DE), LLC, dba Dynamic Workforce Solutions, for a one-year term commencing July 1, 2023, for \$52,000. The motion carried unanimously.

ACTION Item 4 – Regional Targeted Occupation List

The Department of Economic Opportunity's (DEO) Bureau of Labor Market Statistics (LMS) published the 2023-2024 Statewide Demand Occupational Lists on the Department's website. The Statewide Demand Occupations list identifies the labor market needs of Florida's business community and encourages job training based on those needs, with emphasis on jobs that are both in high demand and high skill/high wage and is used as a baseline for establishing the local Targeted Occupations List (TOL). The Local Workforce Development Boards (LWDBs) develop and use their TOLs to identify occupations for which eligible adults and dislocated workers may receive training assistance under the Workforce Innovation and Opportunity Act (WIOA).

A TOL must be updated when occupations are deleted or added. Each LWDB must update and publish the updated TOL to its website and submit a link to DEO by June 30, 2023.

Staff reviewed the new Regional Demand Targeted Occupations List (TOL) for Pinellas County published by the Labor Market Unit with DEO, analyzing the changes from the 2022-2023 TOL previously approved by the board in June 2022.

Lists of potential additions and deletions were drafted with accompanying Labor Market Information to request review and approval to finalize the 2022-2023 TOL.

In accordance with the REACH Act, CareerSource Pinellas will begin working with CareerSource Tampa Bay on regional approaches prior to the impending consolidation. The accompanying list combines the RTOLs of both regions to create a regional occupation list.

*The list was included in the packet.

RECOMMENDATION

Approval to adopt the combined list as the 2023-2024 Regional Demand Occupation List for CareerSource Pinellas.

Discussion: None

Motion:	Mark Hunt
Second:	Michael Jalazo

The Board of Directors made a motion for approval to adopt the combined list as the 2023 - 2024 Regional Demand Occupation List for CareerSource Pinellas. The motion carried unanimously.

ACTION Item 5 – Eligible Training Provider List

CareerSource Pinellas enters into individual training provider agreements with each approved Training provider. Training providers are also regularly required to:

- Provide most recent Florida Education & Training Placement Information Program (FETPIP) Reports to include: enrollment, completion, retention, employment rates of students.
- Provide Training Provider Renewal Application.
- Provide Program Cost details (tuition, books, supplies and testing fees) and a copy of current catalog and schedule or website link with required information.
- Provide a copy of a valid license from the Commission for Independent Education (CIE).
- Remain in compliance with performance, financial and other mandated requirements.

In consideration of the consolidation of CareerSource Pinellas with CareerSource Tampa Bay, the two organizations will begin working together on regional approaches for some processes prior to actual date of consolidation. The accompanying list combines the Eligible Training Provider List (ETPL) of both regions to create one regional approved training provider list. The criteria to approve training providers in Hillsborough and Pinellas is very similar.

CareerSource Tampa Bay Executive Committee approved this recommendation on June 15, 2023.

*The list was included in the packet.

RECOMMENDATION

Approval to adopt the combined Regional Eligible Training Provider List for CareerSource Pinellas.

Discussion: None

Motion:	Mark Hunt
Second:	Belinthia Berry

The Board of Directors made a motion for approval to adopt the combined Regional Eligible Training Provider List for CareerSource Pinellas. The motion carried unanimously.

Action Item 6 – PWE/OJT Outside of Pinellas County

Current Paid Work Experience (PWE) and On-the-Job Training (OJT) Policies and Procedures require the business or work-based learning (WBL) partner to have a physical presence in Pinellas County.

We are requesting the approval to change the policies to reflect the ability to contract with employers and WBL partners in other counties when it will be of benefit to the participant.

In addition to career and geographic value for an individual, this change will be especially beneficial to take advantage of apprenticeship opportunities in surrounding counties.

CareerSource Tampa Bay's policies do not limit employers to Hillsborough county.

RECOMMENDATION

Approval of the change in CareerSource Policy to allow for PWE/OJT opportunities with employers located outside Pinellas County.

Discussion: None

Motion:	Jack Geller
Second:	Dr. Rebecca Sarlo

The Board of Directors made a motion for approval of the change in CareerSource Policy to allow for PWE/OJT opportunities with employers located outside Pinellas County. The motion carried unanimously.

Action Item 7 – New Training Provider – Genuine Healthcare

Genuine Healthcare Institute, LLC is seeking initial provider approval. They have a provisional license from the Commission for Independent Education.

- Years in operation: 4 years in business, nearly 2 years in operation
- Total enrollments for 2022-2023: 38
- Nursing Assistant and Home Health Aide are on the CareerSource Tampa Bay Regional Targeted Occupation List
- Prior positive CRA Grant partnership with St. Pete Works!

RECOMMENDATION

Approval to add Genuine Healthcare as an eligible training provider.

Discussion: None

Motion:	Jack Geller
Second:	Belinthia Berry

The Board of Directors made a motion for approval to add Genuine Healthcare as an eligible training provider. The motion carried unanimously.

*DEO (Now known as the Department of Commerce) conducted our required annual performance presentation via Zoom.

INFORMATION ITEM 1 – REACH Act Realignment Update

Steven Meier gave an update on the transition plan/status for the REACH Act realignment with CareerSource Tampa Bay.

INFORMATION ITEM 2 – Work-Based Learning Providers through 4.30.2023

A Work-based learning and OJT training spending report for July 1, 2022 – April 30, 2023 was included in the packet for review.

INFORMATION ITEM 3 – Training Provider Spending through 4.30.2023

A training provider spending report for July 1, 2022 – April 30, 2023 was included in the packet for review.

INFORMATION ITEM 4 – Workforce Solutions Goals Update

Director of Business Services, Jason Druding, gave an update on Workforce Solutions goals.

INFORMATION ITEM 5 – Q3 WIOA Primary Indicators

The WIOA primary indicators were included in the packet for review.

INFORMATION ITEM 6 – May 31, 2023 Financial Statements

Financial statements were included in the packet for review.

INFORMATION ITEM 7 – PY'2023 – 2024 Committee Assignments

A list of the current committee assignments was included in the packet for informational purposes.

INFORMATION ITEM 8 – 2023 Executive Compensation

The executive compensation form for 2022 – 2023 that is required to be posted online per Florida Statutes 445.007 (13) and Executive Order 20 – 44, was completed, certified and submitted to DEO and posted to the CareerSource Pinellas website (the due date was July 30, 2023). The certified form was included in the packet for the Boards reference.

Other Administrative Matters – There were no other administrative matters.

Adjournment – Scott Thomas (board chair) asked for a motion to adjourn. Esther Matthews made a motion to adjourn, and Scott Thomas adjourned the meeting at 12:57pm.