

**CareerSource Pinellas
Compensation Meeting Minutes**

Date: August 9, 2023, at 11:00 am

Location: Zoom

Call to Order

Chair Jack Geller called the meeting to order at 2:02 pm

Board Members in Attendance

Jack Geller, Barclay Harless

Board Members Not in Attendance

Candida Duff, Scott Thomas, Esther Matthews, Bart Diebold

Staff in Attendance

Steven Meier, Jay Burkey, Leah Geis, Jason Druding, Lysandra Montijo

Public Comments

There were no public comments.

ACTION ITEM 1 – Approval of the Minutes – 2.2.2023 Compensation Committee Meeting

The minutes of the February 2, 2023, Compensation Committee meeting were presented for approval.

RECOMMENDATION

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

Discussion: None

Motion:	Barclay Harless
Second:	Jack Geller

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

ACTION ITEM 2 – Employee Handbook Addition

A section on leave for eligible employees who are members of the Civil Air Patrol needs to be added to the handbook.

Civil Air Patrol

- Eligible employees who are members of the Civil Air Patrol will be allowed up to 15 days of unpaid leave annual for the purpose of participating in Civil Air Patrol training or missions. Employees are not required to use accrued PTO but may choose to.
- Employees are eligible for leave if they are senior members of the Florida Wing of the Civil Air Patrol with at least emergency services qualifications and have worked for the company at least 90 days prior to the start of the leave.

**A red-line version of the handbook was included in the packet for reference.*

RECOMMENDATION

Approval to add a section on leave, in regard to the Civil Air Patrol, to the Employee Handbook.

Discussion: None

Motion:	Barclay Harless
Second:	Jack Geller

The Compensation committee made a motion for approval to add a section on leave, in regard to the Civil Air Patrol, to the Employee Handbook. The motion carried unanimously.

ACTION ITEM 3 – Retention Bonuses

With the future consolidation of CareerSource Pinellas with CareerSource Tampa Bay, it is important that the organization remain focused on the job seekers, employers and stakeholders of Pinellas County.

The organization is considering three potential options:

1. Retention bonuses for key personnel.
2. Adding VP to job title family 219 along with CFO/COO to allow some of the Directors to be promoted.
3. Allow more than a 5% increase for all Directors, and a few other key employees (Accounting Coordinator (Payroll) and Data Analyst).

Staff's preference is to offer retention bonuses equal to two-months of salary to the five directors on staff, the accounting coordinator and the data analyst.

**A table showing current pay ranges was included in the packet for reference.*

RECOMMENDATION

Approval of retention bonuses for the organization's five directors, accounting coordinator and data analyst equal to two-month's salary. The estimated amount for retention bonuses for these seven individuals would be approximately \$106,750. If approved, the bonuses will be paid the next pay cycle after the effective date of the consolidation, if the employee is still employed.

Discussion: None

Motion:	Barclay Harless
Second:	Jack Geller

The Compensation committee made a motion to table this action item and discuss it at the board meeting in September. The motion carried unanimously.

INFORMATION ITEM 1 – Organizational Chart

Organizational chart included in meeting packet.

INFORMATION ITEM 2 – Staffing Report

For program year 2022-2023, there were 31 employees hired and the organization had 14 terminations. As of June 30 2023, the organization had 64 FTEs, 1 part-time employee and 1 marketing intern for the summer. As of June 30, 2022, the organization had 48 FTEs. With increased staffing, the organization was able to provide better services to job seekers and employers.

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.

INFORMATION ITEM 3 – Preliminary Employee Engagement Results

Preliminary Observations

- Participation rate increased from 86% to 95%.
- Total favorability score decreased from 73% to 72%.

- Lowest Scoring items in 2022:
 - Compensation is competitive improved from 33% to 43%
 - CareerSource Pinellas communicates well with employees increased from 39% to 63%
 - Satisfied with the benefits increased from 48% to 58%
 - Work Effectively across departments and functions decreased from 49% to 47%
 - I received the training I need to do my job increased from 50%; it is not in the top 10 lowest scores this year and is higher than 63%
- Highest scoring items in 2022:
 - I enjoy working with people on my team decreased from 96% to 85%
 - I can see how the work I do makes a difference decreased from 96% to 89%
 - The people I work with treat me with respect decreased from 94% to 85%
 - My co-workers and I openly talk about what needs to be done to be more effective decreased from 92% to 86%
 - The Vision and goals of CareerSource Pinellas are important decreased from 92% and it is not in the top 10 and lower than 81%

**Graphs were included in the packet for reference.*

INFORMATION ITEM 4 – Handbook/Policy Handbook Discussion

Discuss restructuring the current employee handbook to repurpose into a policy handbook and a higher-level employee handbook that will connect. This will allow greater ease of understanding and will be easier to update board approved policies as they are reviewed and updated. Both manuals would be contained on the local intranet and will be hyperlinked to each other.

Adjournment – Jack Geller adjourned the meeting at 2:30pm.