

**CareerSource Pinellas
Board of Directors Minutes**

Date: Wednesday, November 15, 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 (Zoom), Belinthia Berry (Zoom), Esther Matthews (In person), Jack Geller (In person), Patricia Sawyer (Zoom), Kevin Knutson (In person), Dr. Rebecca Sarlo (In person), Elizabeth Siplin (Zoom), John Howell (Zoom), Zac Holland (In person), Mark Hunt (Zoom), Glenn Willocks (Zoom), Kenneth Williams (Zoom), Dawn Peters (Zoom), Michael Jalazo (In person), Larry Morgan (In person), Candida Duff (Zoom), Benjamin Friedman (In person), Shawn McDonnell (Zoom), Jeremy Robinson (Zoom)

Board Members Not in Attendance

Barclay Harless, Bart Diebold, David Fetkenher, Zachary White, Commissioner René Flowers, Celeste Fernandez, Ivonne Alvarez, Senator Nick DiCeglie, Nikisha Lezama, Russell Williams

Board Counsel

Stephanie Marchman (In person)

Staff in Attendance (all attended in person)

Steven Meier, Jay Burkey, Michelle Moeller, Leah Geis, David Zirilli, Jason Druding, Raymond Westergard

Guests in Attendance

Danielle Weitlauf – Tucker Hall (In person)
Lauren Steif – Tucker Hall (Zoom)
Allison Harrell – Thomas, Howell, Ferguson (Zoom)
Austin T. (Zoom)
Lorelle Chapman – Thomas.Howell.Ferguson P.A. CPAs (Zoom)
Diamante Sadlowski – Pinellas County Schools (Zoom)

Public Comments

There were no public comments.

CEO Report

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

Marketing Report

Representatives from Tucker Hall gave a marketing update to the Board.

General Counsel Update – Gray|Robinson

Stephanie Marchman, legal counsel from Gray|Robinson, gave a General Counsel update. She touched on the coverage litigation involving the DOL findings and where we are at currently in that process. Their legal memo was included in the packet for review.

ACTION Item 1 – Approval of the Minutes

The minutes of the September 13, 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:	Michael Jalazo

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

ACTION Item 2 – Consolidation/REACH Act Update

Appointment of Ad Hoc Members to Transition Committee

Staff from Pinellas County and Hillsborough County have been meeting regularly to finalize the new Consortium/Interlocal Agreement for the new entity resulting from the consolidation of CareerSource Pinellas and CareerSource Tampa Bay. The Consortium/Interlocal Agreement was approved by the Pinellas County Board of County Commissioners on November 14, 2023, and the Hillsborough County Board of County Commissioners on November 15, 2023. Once the agreement is finalized by both counties, many decisions still need to be agreed to.

County representatives from both counties have determined that it is practical to form an Ad Hoc Transition Committee comprised of two Board members from each of the existing CareerSource Boards to assist the Assistant County Administrators and Chief Executive Officers in establishing the new entity and developing processes. It was discussed and agreed to that the two board members from each Local Workforce Development Board should be the respective Board Chair and Treasurer. If the Board Chair and/or the Treasurer are unable to attend any of the meetings, the Board Chair will appoint a designee to represent CareerSource Pinellas in their absence. If any other board member has any suggestions or feedback to provide to this committee, they are encouraged to provide their feedback to the CEO who will share it with the Ad Hoc Committee.

**A consolidation update, information on the required education and industry consortiums and info and requirements for the regional planning area strategic policy were also included in the packet.*

RECOMMENDATION

Approval to appoint the Board Chair and Treasurer to the Ad Hoc Transition Committee for CareerSource Pinellas and CareerSource Tampa Bay.

Discussion: None

Motion:	Jack Geller
Second:	Michael Jalazo

The Board of Directors made a motion for approval to appoint the Board Chair and Treasurer to the Ad Hoc Transition Committee for CareerSource Pinellas and CareerSource Tampa Bay. The motion carried unanimously.

ACTION Item 3 – Annual Financial Audit – Year Ended June 30, 2023

The Audit Committee approved Thomas Howell Ferguson P.A to perform the financial statement audit of the June 30, 2023, financial statements at its February 22, 2023, meeting and the Board followed up with their approval at the March 15, 2023, meeting.

The audit firm of Thomas Howell Ferguson P.A. has completed the annual financial audit for WorkNet Pinellas, Inc. for the fiscal year ended June 30, 2023. Allison Harrell, shareholder with Thomas Howell Ferguson P.A., presented the financial statements. A copy of the Financial Statements and the *Auditor's Communications with Those Charged with Governance* was included in the packet.

RECOMMENDATION

Approval of the Annual Financial Audit for the fiscal year ended June 30, 2023.

Discussion: None

Motion:	Mark Hunt
Second:	Jack Geller

The Board of Directors made a motion for approval of the Annual Financial Audit for the fiscal year ended June 30, 2023. The motion carried unanimously.

ACTION Item 4 – Employee Handbook Addition

It was requested by legal counsel, that a section be added to our PTO policy in the personnel handbook. The following will be added under the “Guidelines for Use of Paid Time Off (“PTO”) section of the handbook.

- j) Employees that separate involuntarily or fail to report to work will forfeit all accrued PTO time.

RECOMMENDATION

Approval to add “Employees that separate involuntarily or fail to report to work will forfeit all accrued PTO time.” to CareerSource Pinellas’ current PTO policy in the Employee Handbook.

Discussion: None

Motion:	Jack Geller
Second:	Mark Hunt

The Board of Directors made a motion for approval to add “Employees that separate involuntarily or fail to report to work will forfeit all accrued PTO time.” to CareerSource Pinellas’ current PTO policy in the Employee Handbook. The motion carried unanimously.

ACTION Item 5 – Executive Compensation

The Grantee-Subgrantee Agreement between Florida Department of Economic Opportunity and CareerSource Pinellas states that:

No changes to compensation for executive staff of the Board are allowed without documented Board approval and must be in alignment with local policies and procedures. The Board shall ensure that all bonuses, pay raises, and benefits are reasonable and necessary for the successful performance of the award and are a prudent use of federal funds.

The purpose of this requirement is full and open disclosure that the Board is specifically aware of the compensation for executive staff. David Zirilli was hired as the Finance Director on September 12, 2022 with a starting salary of \$100,000. With the promotion to Chief Financial Officer (CFO) his salary was increased to \$128,000 effective 11/6/2023. The minimum for this position is \$127,598, mid salary is \$165,877, and max salary for this position is \$204,157. Previous work experience, education, and current level of work and responsibility were taken into consideration.

RECOMMENDATION

Approval of the Chief Financial Officer’s salary of \$128,000, effective November 6, 2023, to comply with the requirements of DEO’s Grantee-Subgrantee agreement.

Discussion: None

Motion:	Jack Geller
Second:	Michael Jalazo

The Board of Directors made a motion for approval of the Chief Financial Officer’s salary of \$128,000, effective November 6, 2023, to comply with the requirements of DEO’s Grantee-Subgrantee agreement. The motion carried unanimously.

Action Item 6 – WIOA 23-04 Eligible Training Provider List Policy

The Eligible Training Provider List (ETPL) policy is to provide training providers guidance on how training programs are approved for inclusion on the ETPL.

WIOA and the ETPL emphasis informed customer choice, job-drive training, provider performance and continuous improvement. In administering the eligible training provider process CareerSource Pinellas works to ensure that qualified providers offer a wide variety of training programs.

The CareerSource Pinellas ETPL policy has been updated in order to remain in line and consistent with the CareerSource Florida ETPL policy.

Highlighted Changes:

- The ETPL will include performance information.
- For a program to be approved for the ETPL there must be verification that the program leads to a credential on the Master Credential List (MCL).
- For a program to be approved for the ETPL proof the curriculum was approved by the Florida Department of Education (DOE) must be submitted.
- Defines approval process for out of state providers.

**A copy of the policy was included in the packet.*

RECOMMENDATION

Approval of the WIOA 23-04 Eligible Training Program List Policy.

Discussion: None

Motion:	Jack Geller
Second:	Esther Matthews

The Board of Directors made a motion for approval of the WIOA 23-04 Eligible Training Program List Policy. The motion carried unanimously.

Action Item 7 – Florida Commerce Internal Control Questionnaire 2023 - 2024

The Internal Control Questionnaire and Assessment (ICQ) was developed by Florida Commerce, formerly the Department of Economic Opportunity (DEO), Bureau of Financial Monitoring and Accountability, as a self-assessment tool to help evaluate whether a system of sound internal control exists within the Local Workforce Development Board (LWDB).

The self-assessment ratings and responses reflect the controls in place or identify areas where additional or compensating controls could be enhanced. Based on the Grantee-Subgrantee Agreement, the ICQ is required to be completed and certified by the Executive Director and Board Chair or their designee and submitted to Florida Commerce by September 30. However, Florida Commerce extended the deadline to October 25, 2023, due to delay in sending it out. CareerSource Pinellas requested, and was approved for, an extension until November 22, 2023, to allow the CareerSource Pinellas Finance Committee and Board of Directors the chance to review and approve the ICQ at their October and November meetings, respectively.

**The 2023 - 2024 Internal Control Questionnaire and Assessment were included in the packet.*

RECOMMENDATION

Approval of the 2023 - 2024 Internal Control Questionnaire and Assessment.

Discussion: None

Motion:	Jack Geller
Second:	Michael Jalazo

The Board of Directors made a motion for approval of the 2023 - 2024 Internal Control Questionnaire and Assessment. The motion carried unanimously.

Action Item 8 – General Counsel Letter of Engagement Renewal

On November 20, 2019, the Board of Directors approved the selection of Gray, Robinson, P.A. for legal counsel services to begin on December 1, 2019, as General Counsel to the Local Workforce Development Board, as well as Counsel to CareerSource Pinellas. The Board renewed Gray Robinson, P.A. as General Counsel to the Local Workforce Development Board, as well as Counsel to CareerSource Pinellas on November 17, 2021, for a two-year period expiring on November 30, 2023.

Gray Robinson has been instrumental in providing sound legal counsel over the last two years and is key in providing sound guidance as the organization consolidates with CareerSource Tampa Bay.

RECOMMENDATION

Approval of Gray Robinson, P.A. as Legal Counsel and Ms. Stephanie Marchman, as General Counsel for a one-year period, effective as of 12/1/2023 through 11/30/2024 for an amount not to exceed \$100,000.

Discussion: None

Motion:	Michael Jalazo
Second:	Jack Geller

The Board of Directors made a motion for approval of Gray Robinson, P.A. as Legal Counsel and Ms. Stephanie Marchman, as General Counsel for a one-year period, effective as of 12/1/2023 through 11/30/2024 for an amount not to exceed \$100,000. The motion carried unanimously.

Action Item 9 – CareerSource Pinellas Related Party Contract

FL Statute Section 445.007 mandates that all Local Workforce Development Boards (LWDBs) entering into a contract with an organization or individual represented on the Board, must meet the following requirements:

- Approve the contract by a two-thirds (2/3rd) vote of the Board when a quorum has been established.
- Board members who could benefit financially from the transaction or who have any relationship with the contracting vendor must disclose any such conflicts prior to the board vote on the contract.
- Board members who could benefit financially from the transaction or board members who have any relationship with the contracting vendor must abstain from voting on the contracts; and
- Such contracts must be submitted to the Florida Department of Commerce and CareerSource Florida for review.

Owner of All Business Solutions dba All Enterprise Solutions facilitated a full, all staff in service day for CareerSource Pinellas. The information and training topics were informative, relevant, and well received by the audience. CareerSource Pinellas anticipates utilizing the services of All Business Solutions dba All Enterprise Solutions again within the 2023 - 2024 program year. Estimated spending is projected to not exceed \$4,500.

RECOMMENDATION

Approval of the related party contract included in the board packet, by a two-thirds (2/3rd) vote with a spending cap of \$4,500.

Discussion: None

Motion:	Jack Geller
Second:	Dr. Rebecca Sarlo
Abstentions:	Esther Matthews & Michael Jalazo

The Board of Directors made a motion for approval of the related party contract that was included in the board packet, by a two-thirds (2/3^d) vote with a spending cap of \$4,500. The motion carried unanimously.

INFORMATION ITEM 1 – Organizational Report

The most up-to-date organizational chart was included in the meeting packet for review.

INFORMATION ITEM 2 – Staffing Report

For the PY'2023-2024, the organization currently has 78 Full Time Employees and one Part-Time Employee. 16 of the FTE's are Department of Commerce Employees. CareerSource Pinellas has 63 direct employees. The organization has had six Terminations since July 1, 2023. Three were voluntary resignations and one was the end of an internship. Two terminations were involuntary due to performance and attendance. The organization has had one new hire since July 1, 2023.

INFORMATION ITEM 3 – Understanding the Workforce of Today

A presentation for a session titled "Generations in the Workplace/How to Attract Top Talent and Market to your clients" at the 2023 Workforce Professional Development Summit was included in the packet.

INFORMATION ITEM 4 – PY'2023 – 2024 One-Stop Committee Goals

The One-Stop Committee goals were included in the packet for review.

INFORMATION ITEM 5 – Able Trust Update

A summary of The Able Trust's, Industry Analysis & Pathways to Career Success for Persons with Disabilities, as well as the report itself, were included in the packet for review.

INFORMATION ITEM 6 – Nonprofit Workforce Survey Results

A summary of the Nonprofit Workforce Survey Results were included in the packet for review.

INFORMATION ITEM 7 – Summer PAYS Summary

An overview of the Summer PAYS program was included in the packet for review.

INFORMATION ITEM 8 – 2023 CareerSource Impact Report

The report was included in the packet for review.

INFORMATION ITEM 9 – One-Stop Operator Report

The report was included in the packet for review.

INFORMATION ITEM 10 – Key Performance Results Report

The report was included in the packet for review.

INFORMATION ITEM 11 – Marketing Report

The report was included in the packet for review.

INFORMATION ITEM 12 – Lealman Agreement

An update on the Lealman Exchange agreement was included in the packet for review.

INFORMATION ITEM 13 – PY'2023 – 2024 Workforce Solutions Committee Goals

The Workforce Solutions Committee goals were included in the packet for review.

INFORMATION ITEM 14 – Performance Indicators

The report was included in the packet for review.

INFORMATION ITEM 15 – Letter Grades

The REACH Act letter grades for the year ended June 30, 2023 were included in the packet for review.

INFORMATION ITEM 16 – Work-Based Learning Provider Spending through 8.31.2023

The report was included in the packet for review.

INFORMATION ITEM 17 – Training Provider Spending through 8.31.2023

The report was included in the packet for review.

INFORMATION ITEM 18 – Key Performance Report

The report was included in the meeting packet.

INFORMATION ITEM 19 – Training Provider Performance 3 Year Q1

The report was included in the meeting packet.

INFORMATION ITEM 20 – August 31, 2023 Financial Statements

Financial statements were included in the packet for review.

Other Administrative Matters – There were no other administrative matters.

Adjournment – Chair Scott Thomas asked for a motion to adjourn. Jack Geller made a motion. Michael Jalazo seconded that motion. Scott Thomas adjourned the meeting at 1:08pm.