

March 5, 2024 - 3:00 P.M.

Zoom

*Join via Zoom – Meeting ID: 338 034 9468

[Zoom Link](#)

*Dial In via Phone – Meeting ID: 338 034 9468

Phone: +1 646-558-8656

Ad Hoc CEO/Counsel Review Committee Agenda

I. Welcome and Introductions Scott Thomas, Chair

II. Public Comment

Members of the public may raise their virtual hand during the Public Comment portion of the meeting. Members of the public who do so will be acknowledged by the Chair and provided up to three minutes to make public comment.

III. Roll Call

IV. Action/Discussion Items

1. Approval of minutes – March 2, 2023 Ad Hoc CEO/Counsel Review Meeting Page 1
2. Approval of CEO Performance Review Page 6
3. Approval of General Counsel Performance Review Page 31

V. Open Discussion

VI. Adjournment

Next Ad Hoc CEO/Counsel Review Committee Meeting – TBD

**All parties are advised that if you decide to appeal any decision made by the Board with respect to any matter considered at the meeting or hearing, you will need a record of the proceedings, and that, for such purpose, you may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

**If you have a disability and need an accommodation in order to participate in this meeting, please contact the Executive Assistant at 727-608-2551 or admin@careersourcepinellas.com at least two business days in advance of the meeting.*



ACTION ITEM 1

Approval of Minutes

In accordance with Article VII, Section 1(H), of the approved WorkNet Pinellas By-Laws: Minutes shall be kept of all Board and Committee meetings. Minutes shall be reviewed and approved at the next CareerSource Pinellas Board or Committee meeting as appropriate.

The official minutes of meetings of the Board and Committees of the Board are public record and shall be open to inspection by the public. They shall be kept on file by the Board Secretary at the administrative office of CareerSource Pinellas as the record of the official actions of the Board of Directors.

The draft minutes from the March 2, 2023, Ad Hoc CEO/Counsel Review Committee meeting have been prepared and are enclosed.

RECOMMENDATION

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

**CareerSource Pinellas
Ad Hoc CEO/Counsel Review Committee Meeting Minutes**

Date: March 2, 2023 – 1:00pm

Location: Zoom

Call to Order

Committee Chair, Scott Thomas, called the meeting to order at 1:00 pm. There was a quorum present with the following members participating.

Committee Members in attendance

Scott Thomas, Barclay Harless, Commissioner René Flowers, Kevin Knutson, Lisa Cane

Staff Present

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

General Counsel Present

Stephanie Marchman

Public Comments – None

ACTION ITEM 1 – Approval of Minutes

The minutes of October 14, 2021, Ad Hoc CEO/Counsel Review Committee Meeting were presented for approval.

Motion:	Commissioner René Flowers
Second:	Kevin Knutson

The minutes were approved as presented. The motion carried unanimously. There was no further discussion.

ACTION ITEM 2 – General Counsel Performance Review

On November 17, 2021, the Board of Directors approved the renewal of Gray, Robinson, P.A. for legal counsel services to begin on December 1, 2021, as General Counsel to the Local Workforce Development Board, as well as Counsel to CareerSource Pinellas.

As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee will conduct the annual performance review for the General Counsel. The review addresses the approved General Counsel Performance Goals. The review period is 17 months, July 1, 2021 – November 30, 2022, in order for the evaluation period to correspond with the anniversary date of Gray|Robinson's contract.

Performance Review: The members of the Ad Hoc CEO/Counsel Committee requested that the CEO of CareerSource Pinellas, complete the performance review, adding his comments prior to submitting it to the Ad Hoc Committee for consideration.

**The General Counsel draft Performance Review was included in the meeting packet.*

RECOMMENDATION

Approval of the General Counsel Performance Review for Stephanie Marchman, Gray|Robinson for the PY'2021-2022.

Discussion: None.

Motion:	Commissioner René Flowers
Second:	Kevin Knutson

The Ad Hoc CEO/Counsel Review Committee made a motion for approval of the General Counsel Performance Review for Stephanie Marchman, Gray|Robinson for the PY'2021-2022. There was no further discussion. The motion carried unanimously.

ACTION ITEM 3 – Approval of PY'2022-2023 General Counsel Performance Goals

As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee will conduct the annual review of performance for the General Counsel. The Performance Review provides the annual goals, initiatives, actions to be taken, and metrics.

**The PY'2022-2023 General Counsel Performance Goals were included in the meeting packet.*

RECOMMENDATION

Approval of the PY'2022-2023 General Counsel Performance Goals.

Discussion: None

Motion:	Commissioner René Flowers
Second:	Kevin Knutson

The Ad Hoc CEO/Counsel Review Committee made a motion for approval of the PY'2022-2023 General Counsel Performance Goals. There was no further discussion. The motion carried unanimously.

ACTION ITEM 4 – Approval of CEO Performance Review

On February 11, 2022, the Board of Directors appointed Steven Meier as the Interim CEO of CareerSource Pinellas. On November 17, 2021, the Board of Directors approved the CEO performance review, which provided the annual goals, initiatives, actions to be taken, and metrics.

As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee will conduct the annual review of performance and compensation for the CEO. The review addresses the approved CEO Performance Goals, including Financial Management, Legal Compliance, Strategic Planning, Governance, Accountability and Transparency, Workforce Development Performance, Key Relationships and Partnerships, and Organizational Leadership.

Performance Review: The members of the Ad Hoc CEO/Counsel Committee submitted their ratings and comments of the CEO's performance review. Mr. Meier also included his response to the feedback. The consolidated document was enclosed in the meeting packet.

Paragraph 11 of the DEO funding agreement provides in part: "Funds provided by DEO may not be used to fund salary, bonus, or incentive of any employee in excess of Federal Executive Level II, regardless of funding source." The Office of Personnel Management released new salary levels for the Executive Pay Scale and effective January 1, 2023, the salary limitation for Executive Level II is \$212,100; up from \$203,700 in 2022. The current Interim CEO's salary is \$148,148.78.

RECOMMENDATION

Approval of the CEO Performance Review for Mr. Steven Meier for the period February 11, 2022 – December 31, 2022.

Discussion: None.

Motion:	Commissioner René Flowers
Second:	Kevin Knutson

The Ad Hoc CEO/Counsel Review Committee made a motion for approval of the CEO Performance Review for Mr. Steven Meier for the period February 11, 2022 – December 31, 2022. The motion carried unanimously.

**Chair Scott Thomas requested to table CEO salary increase discussion and jump to action item 6.*

ACTION ITEM 5 – Approval of PY’2022-2023 CEO Performance Goals

As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee will conduct the annual review of Performance for the CEO. The Performance Review provides the annual goals, initiatives, actions to be taken, and metrics.

**The CEO Performance Goals were included in the meeting packet.*

RECOMMENDATION

Approval of the PY’2022-2023 CEO Performance Goals.

Discussion: None.

Motion:	Barclay Harless
Second:	Commissioner René Flowers

The Ad Hoc CEO/Counsel Review Committee made a motion for approval of the PY’2022-2023 CEO Performance Goals. There was no further discussion. The motion carried unanimously.

ACTION ITEM 6 – REACH Act Impact & CEO Position

Florida’s 2021 Reimagining Education and Career Help Act, known as the REACH Act, is a comprehensive blueprint for enhancing access, alignment, and accountability across the state’s workforce development system. CareerSource Florida has spent the last year, along with EY, exploring approaches to aligning Florida’s 24 local workforce development boards, consistent with the charge for reducing the number of local boards under the Reimagining Education and Career Help (REACH) Act. The REACH Act seeks to achieve a more coordinated approach in delivering and using essential workforce development resources and services through enhanced alignment and accountability.

At the February 23, 2023, CareerSource Florida Board meeting, EY presented three options in their report:

1. Reduction from 24 to 21 local workforce development boards
2. Reduction from 24 to 19 local workforce development boards
3. Reduction from 24 to 16 local workforce development boards

Each included a recommendation for the consolidation of Regions 14 and 15; Pinellas and Tampa Bay. The CareerSource Florida Board approved Option 1. This option would reduce the number of local workforce development boards by three, from 24 to 21 local workforce development boards. Ten local workforce development areas would be directly impacted by some level of change within this option, whether by consolidation or realignment. This option would realign Jefferson County (currently in area 6) with Leon, Wakulla, and Gadsden counties (currently in area 5). It would then realign Madison, Taylor, Lafayette, Hamilton, and Suwannee counties (currently in area 6) into a five-county area. Monroe County (currently in area 23) would realign with Charlotte, Glades, Lee, Hendry, and Collier counties (currently in area 24). Miami-Dade County (currently in area 23) would realign as a single-county area. This option would also include the consolidation of the full area 7 and the full area 9; consolidation of area 14 and area 15; and consolidation of full area 11 and area 13. that now needs to be approved by the Governor. The transition and consolidation will not occur immediately.

At the July 26, 2022, Ad Hoc Search Committee meeting it was approved to postpone the search for a new CEO until the recommendations for realignment were presented and to the CareerSource Florida Board. The Bylaws state as follows:

1. Section 2 – Authority and Responsibilities of the Board

- Selecting, hiring and terminating, subject to the approval of the Pinellas County Board of County Commissioners, the Chief Executive Official who shall report directly to the CSPIN Board

2. Section 11 - Ad Hoc Chief Executive Official/Executive Director and Legal Counsel Selection Committee Membership, Duties and Responsibilities

- Establishing the recruitment process for the Chief Executive Official/Executive Director.
- Screening and ranking applications for the executive director for submittal to the Board of Directors for final approval and hiring.

The current interim CEO, Steven Meier, has met all qualifications of the CEO position. Accordingly, the Ad Hoc Committee recommends moving forward with posting the CEO position internally to satisfy the recruitment process requirements of the organization's bylaws. Also, because of the potential merger, it is imprudent to expend resources on an external recruiter and recruit external candidates.

RECOMMENDATION

Approval to post the CEO position internally to satisfy the recruitment process requirements of the organization's bylaws.

Discussion: Committee discussed the fact that it may no longer make sense to do a full CEO search with the uncertainty of the organization due to the impending REACH Act transition.

Motion:	Commissioner René Flowers
Second:	Barclay Harless

The Ad Hoc CEO/Counsel Review Committee made a motion to bring this action item before the full board at the next board meeting. The motion carried unanimously.

*An additional motion (1:25pm in recording) was made to approve posting of the CEO position internally within CSPIN to satisfy the recruitment process requirements of the organization and its By-Laws, and this will also be brought before the full board. The motion was made by **Commissioner René Flowers**, and it was seconded by **Barclay Harless**.

*An additional motion (1:26pm in recording) was made to table the CEO bonus and compensation/salary increase discussion/review and bring it before the full board at the next Board of Directors Meeting. The motion was made by **Commissioner René Flowers**, and it was seconded by **Barclay Harless**.

*An additional motion (1:28pm in recording) was made to include a copy of Steven Meier's CEO performance review in the next board of directors meeting packet. The motion was made by **Commissioner René Flowers**, and it was seconded by **Barclay Harless**.

*An additional motion (1:41pm in recording) was made to have Barclay Harless work with Jay Burkey to look at market data and come up with a few suggestions as to a salary increase/possible bonus to be able to have options to present to the board at the next board meeting. The motion was made by **Commissioner René Flowers**, and it was seconded by **Kevin Knutson**.

Adjournment – Chair Scott Thomas asked for a motion for adjournment. Commissioner René Flowers offered a motion and Kevin Knutson seconded that motion. Chair Scott Thomas adjourned the meeting at 1:41pm.



ACTION ITEM 2

CEO Performance Review

On February 11, 2021, the Board of Directors appointed Steven Meier as the Interim CEO of CareerSource Pinellas. Subsequently, on May 17, 2023, Steven Meier was appointed permanent CEO. On March 15, 2023, the Board of Directors approved the CEO performance review, which provided the annual goals, initiatives, actions to be taken, and metrics for 2023.

As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee will conduct the annual review of performance and compensation for the CEO. The review addresses the approved CEO Performance Goals, including Financial Management, Legal Compliance, Strategic Planning, Governance, Accountability and Transparency, Workforce Development Performance, Key Relationships and Partnerships, and Organizational Leadership.

The recommendation from this Committee will be presented to the Board of Directors on March 20, 2024.

Performance Review: The members of the Ad Hoc CEO/Counsel Committee submitted their ratings and comments of the CEO's performance review. Mr. Meier also included his response to the feedback. The consolidated document is enclosed for your review.

Grade Level	Job Title Family	Low	Middle	High
221	CEO	\$148,830	\$193,479	\$238,128

Paragraph 11 of the DEO funding agreement provides in part: "Funds provided by DEO may not be used to fund salary, bonus, or incentive of any employee in excess of Federal Executive Level II, regardless of funding source." The Office of Personnel Management released new salary levels for the Executive Pay Scale and effective January 1, 2024, the salary limitation for Executive Level II is \$221,900; up from \$212,100 in 2022. The current Interim CEO's salary is \$175,000; effective January 1, 2023.

RECOMMENDATION

Approval of the CEO Performance Review for Mr. Steven Meier for the period January 1, 2023 – December 31, 2023, and recommended salary retroactive to January 1, 2024.



CEO Performance Goals Board of Directors Assessment 2023

Date Completed:	
Evaluation Period:	January 1, 2023 – December 31, 2023

SECTION 1: Achievement of Goals

January 1, 2023 – December 31, 2023

Descriptions of Goals	Initiatives/*Metrics	Achievements of Goals	Exceeded Expectations	Met Expectations	Needs Improvement
Financial Management: Assure adequate control and accounting of all funds, including developing sound financial practices, to ensure that overall financial performance remains within Board approved budgetary parameters and within minimum and maximum limitations established in applicable laws and regulations.	<u>Initiative:</u> Create greater transparency and accuracy in financial reporting to ensure the planning budget goals are met. <ul style="list-style-type: none"> * Provide financial reports to the Board, including cost allocation, grant budget/expenditures and training provider reports. * Continue to review, update and improve usage of the financial management system i.e. Abila and Microix. * Review current contracts to identify cost savings and to ensure statement of work aligns with activities. * Provide detailed reports to better track and manage program budget vs expenditures by grant/program. * Effectively manage grant funds. 	<p>Provided leadership for the allocation of \$9.8 million (up 30% from prior year) in revenue, \$4.8 million of personnel costs, and \$1.8 million (up 42% from prior year) of training costs delivering monthly detailed reports to track and manage budget vs expenditures by grant, in turn creating greater transparency. In addition, provided Finance Committee and Board of Directors with detailed financial packets that included a review of budget-to-actual and year-over-year analysis.</p> <p>Transitioned finance responsibilities to focus on CEO responsibilities and ensured overall financial performance complies with Board approved parameters. Promoted David Zirilli from Director of Finance to CFO.</p> <p>Received final approval of Indirect Cost Rate (17.23%) for 2021-2022 and provisional Indirect Cost Rate (16.98%) for 2022-2023 from U.S. Department of Labor. The organization submitted documentation to Florida Commerce for final 2022-2023 Indirect Cost Rate in December 2023.</p> <p>Prepared 2023-2024 Planning Budget of \$10.261 Million; obtained approval from LWDB</p>	ST, KK		

		<p>Board of Directors in May 2023 and Pinellas County BOCC in June 2023.</p> <p>Participated, as trustee of the plan, on quarterly 401K investment meetings with investment broker and John Hancock.</p> <p>David Zirilli and I participated in one in-person Finance Officers Group (FOG) Meeting where all the LWDB finance chiefs in the State shared ideas and best practices.</p>			
<p>Legal Compliance: Manage public records requests and legal issues in a timely manner.</p>	<p><u>Initiative: Respond to monitoring reviews and audits to ensure activities identified from past practices are addressed.</u></p> <ul style="list-style-type: none"> * Provide DOL with an outline of changes initiated during the transition as requested. * Implement changes recommended through technical assistance provided by DOL, DEO, CSF and others. * Coordinate with outside legal counsel, insurance coverage suit to recover funds as a result of DOL compliance review. 	<p>Currently working along with outside counsel, coordinating legal representation in suit against insurance carrier to determine whether any of the disallowed costs associated with the DOL compliance review can be recovered through insurance. The organization has \$1 million coverage. Mediation was scheduled for early January 2024; progress made but no settlement. Provided all requested documents for discovery on a timely basis.</p> <p>Supported Florida Commerce (former DEO) as they conducted the Programmatic and Financial Monitoring (May 2023) for the period January 1, 2022 – May 31, 2023, to ensure program activities and processes align with local, state, and federal guidance. As of February 2024, the final report has not yet been issued. Once issued, the report will be used to incorporate changes within the agency and programs to identify areas of change and improvement.</p>	ST, KK		

		Taylor Hall Miller Parker, PA conducted independent semi-annual internal monitoring activities, including administration, finance, customer-related expenditures, programs, work-based learning, subrecipient monitoring and one-stop operator.			
Strategic Planning: Implement the Strategic Plan	Initiative: Implement the strategic plan: <ul style="list-style-type: none"> Leading the implementation of a strategic plan that focuses on the review of the organization's vision, goals, sector strategies, locations, and training programs. Lead the implementation of the comprehensive four-year strategic plan submitted to DEO on 6/30/2020. Lead implementation of the WIOA 2-year plan update submitted and approved by CareerSource Florida in the third quarter of 2022. 	Goal 1: Develop Robust Partnerships with Employers. 2023 was a year where we continued to re-engage partnerships with employers. Specifically: <ul style="list-style-type: none"> We entered into work-based learning opportunities with 76 employers, focusing on the Paid Work Experience (PWE) and OJT Programs. 874 employers signed up or posted jobs with Employ Florida. Continued to re-engage partnerships with employer that had been neglected for years. The organization is addressing employer needs and matching job-seekers with employers, funding work-based learning opportunities, etc. In addition, see below goal relating to Workforce Development Performance: Programs. 	KK	ST	

Goal 2: Strengthened Partnerships with Organizations that Provide Educational Opportunities.

- **FLORIDA Hires:** In a unique pilot grant opportunity CSPIN was able to partner with Florida Ready to Work, PERC, and TSE Industries (a local employer) to offer several individuals in the custody of the Florida Department of Corrections (FL DOC) a chance at long term self-sufficiency. PERC, CSPIN and FL DOC piloted a program allowing individuals prior to release the ability to learn critical employability skills and technical training. The program offered these individuals a unique chance to receive pre-release technical training. Through Paid Work Experience, the individuals were also able to earn an income while mastering a beneficial in-demand skill that turned into a viable long-term career for many.
- **Partnership with Pinellas County Job Corps:** The partnership between the Pinellas County Job Corps and local employers is a best practice for increasing completion rates and employment among youth. The partnership refined non-paid internships with established Job Corps employers into Paid Work Experience,

		<p>giving youth the opportunity to earn while they learn. This has been a key factor in the program's success, as it has allowed youth to gain valuable on-the-job experience while also receiving financial support.</p> <p>A joint project involving CareerSource Pinellas, Pinellas County Job Corps, the local Carpentry Union, and the Children's Home Network was recently featured on Bay News 9. The project involved Pinellas County Job Corps students repairing a pedestrian bridge that connects the student dorm and student classroom for foster kids at the Children's Home Network. The project provided students with valuable on-the-job experience and helped them to develop the skills they need to succeed in the carpentry industry. Since the partnership's launch in February 2023, more than 50 Pinellas County Job Corps students have been paid during their internships.</p> <ul style="list-style-type: none">• In collaboration with CareerSource Tampa Bay, adopted a combined Eligible Training Provider List for efficiency purposes for 2023-2024. In addition, approved 5 new training providers during the year.			
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		<ul style="list-style-type: none"> In addition, see below the goal relating to Workforce Development Performance: Programs. <p>Goal 3: Expand Outreach to Jobseekers: Increased capacity in programs staff in order to expand outreach to jobseekers. In addition, increased focus on social media and outreach to employers and jobseekers.</p> <ul style="list-style-type: none"> Total audience increased 10.4% year-over-year representing increased followers for Facebook, Instagram, LinkedIn and TikTok Impressions increased 78.8%, or 256,797. Number of times users clicked on links from our posts increased 55.4%. Website users increased 11%. Working with outside firm, Tucker Hall, had positive impact in media with events, success stories, etc. See below for some of the 2023 earned media. In addition, see below goal relating to Workforce Development Performance: Programs. <p>Goal 4: Built Organizational Capacity, Promote Change and Transformation of CareerSource Pinellas</p> <ul style="list-style-type: none"> Key member of Pinellas Consolidation Team along with outside counsel, 			
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		<p>Assistant County Administrator and Pinellas County Economic Development representative working to consolidate CareerSource Pinellas with CareerSource Tampa Bay as mandated by the State. Participated in monthly consolidation meetings with local stakeholders and bi-weekly meetings with EY and CareerSource Florida representatives. Compared to the other two areas that are consolidating, the Pinellas/Tampa Bay consolidation is further along because of the efforts and collaboration of all involved. Supporting the consolidation efforts, provided all documents to outside legal counsel performing due diligence for consolidation on a timely basis.</p> <ul style="list-style-type: none"> • Maintained organizational capacity by keeping critical positions filled that had gone unfilled by previous administration as well as hiring personnel to fill other positions identified by leadership team to ensure services are provided to job seekers and employers of Pinellas County. <p>Updated and received approval from CareerSource Florida and Florida Commerce</p>			
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		(formerly DEO) for the organization's required WIOA 2-year plan update for its 4-year plan.			
Governance: Works effectively with the Board, its officers and committees to define their roles and responsibilities. Works with Board Chair to enable the Board to fulfill its governance functions and manages the Board's due diligence process to assure timely attention to core issues.	<u>Initiative:</u> Facilitate the board and ad hoc committees to bring closure to the action initiated by the Board and/or Board of County Commissioners. <ul style="list-style-type: none"> * Review and implement the Interlocal Agreement as approved by LWDB and BCC. * Review and implement the Bylaws as approved by the LWDB and BCC. * Continue to work with the Pinellas County Economic Development to take a more active role in the selection of board members. 	Facilitated 28 board, committee, and board-related meetings to fulfill governance functions and manage the Board's due diligence process and assure timely attention to core issues through open communications and improved transparency. From 1/1/23 through 12/31/23, the LWDB reviewed/took action on 126 Items, including 64 Action items and 83 Information Items at six Local Workforce Board meetings and one Special Board meeting. Working with Pinellas County Economic Development, recruited 6 new board members, 5 representing business and one from a community partner to the CareerSource Pinellas Board of Directors: Senator Nick DiCeglie (Hope Villages of America), Ben Friedman (Duke Energy), Nikisha Lezama (CoreRx), Larry Morgan (Morgan Business Solutions), Jeremy Robinson (ACE Hospitality & Management Company) and Russell Williams (Power Design).	ST, KK		
Accountability and Transparency: Promotes accountability and	<u>Initiative:</u> Present pertinent program and organizational	Successfully navigated change due to consolidation with CareerSource Tampa Bay,			

<p>transparency by ensuring that this organization's employment and training programs are in alignment with policy and guidance, and accountable to the Pinellas Board of County Commissioners, the local workforce Board, CareerSource Florida, DEO, local employers, job seekers, and the general public.</p>	<p>information on a regular basis to the Board, BOCC and other stakeholders.</p> <ul style="list-style-type: none"> * Provide regular program performance updates to the Board and BCC. * Schedule an annual DEO program performance presentation to the Board. * Provide an annual audit and audit presentation to the Board. * Understand the organization's liabilities and manage internal control procedures through the annual review and presentation of the Internal Controls Questionnaire (ICQ). * Provide quarterly financial updates. 	<p>stabilized operations, fostered an environment of transparency that had not been in existent with previous administrations, and supported leadership team to meet organization goals and objectives.</p> <p>Attended four work sessions and seven board meetings of the Pinellas Board of County Commissioners (BCC) and was available to provide regular performance, program, and detailed budget updates. In addition, working with Tucker Hall, arranged to have the month of September 2023 proclaimed National Workforce Development Month in Pinellas County. Accepted proclamation from BOCC along with two Board members and representative Pinellas County Economic Development.</p> <p>Hosted the required annual Florida Commerce (formerly DEO) Program Performance Presentation to the Board of Directors on July 12, 2023, confirming that all but one WIOA performance goals were met or exceeded, including primary indicators, out of school youth, work experience and training. 90% of funding was expended on direct client services.</p> <p>Worked closely with Stephanie Marchman, of Gray Robinson, who provided support related to day-to-day operational issues, contract reviews, Board and BOCC matters, and</p>	<p>ST, KK</p>		
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		<p>coordinating and responding coordination of suit with our insurance.</p> <p>Mitigated risk by completing Florida Commerce’s Internal Controls Questionnaire (ICQ). The results were presented/approved by the LWDB on November 15, 2023.</p> <p>Worked with the vCIO to ensure ongoing technology objectives focused on these principles: Cybersecurity, Technology Architecture, Financial Responsibility and Operational Responsibility. 2022 IT accomplishments included many strategic initiatives. 2023 was a year of monitoring.</p> <p>Responsible for financial audit for year ended June 30, 2023, as well as Audit of the 401(k) Plan for 2022. Both audits were clean without any issues.</p> <p>Following Federal uniform procurement standards, successfully procured vendors for Youth Services Provider.</p> <p>Provided update at two Pinellas Delegation meetings consisting of State Representatives and State Senators.</p>			
<p>Workforce Development Performance: Programs: Strategically align workforce development programs to ensure that employment and training services provided by the core programs</p>	<p><u>Initiative:</u> Improve services to employers and continue to promote connections with qualified job seekers and work based training to ensure that services are employer driven</p>	<p>Worked with the team to achieve program expectations by meeting/exceeding 16 of the 18 U.S Department of Labor “Performance Indicators” for the Workforce Investment and Opportunity Act (WIOA) Program Year ending</p>	ST	KK	

<p>identified in the WIOA (WIA, Wagner-Peyser, Vocational rehabilitation and Adult Education) are coordinated and complementary so that job seekers acquire skills and credentials that meet employers' needs.</p>	<p>and contribute to the economic growth and business expansion in our community. Provide access to quality training to help job seekers acquire industry recognized credentials for in demand jobs.</p> <ul style="list-style-type: none"> * Promote sector strategy initiatives in health care, manufacturing, financial and professional services, IT and construction. * Provide WIOA Indicators of Performance updates on a quarterly basis. * Provide REACH Letter Grade update on an annual basis and implement processes to improve score. * Revamp program reporting to make it more useful and informative to Board, BOCC, and Stakeholders. * Host networking opportunities to connect job seekers and employers, including monthly career fairs at EPI, in-house recruitment, and weekly professional, executive and general networking meetings. * Procure Youth Service 	<p>June 30, 2023. Of the two indicators that we didn't meet, one we failed to meet by not documenting Measurable Skill Gains for 3 participants.</p> <p>In accordance with the REACH Act, each Local Development Workforce Board received a letter grade based upon specific metrics. The first baseline letter grades were released in October 2022, and CareerSource Pinellas received a grade of B+. 2022-2023 grades were released in October 2023 and the organization received a grade of A; improving score by 9.9%.</p> <p>77% (up from 75 % last year) of our customers enrolled in WIOA Adult, Dislocated Worker, and Youth training programs successfully ended their training activities and over 53% (up from 40%) of our WIOA customers have exited the program with employment.</p> <ul style="list-style-type: none"> • Provided 5,273 (up from 4,394) individuals with career services, including job search assistance, job referrals, career transition, resume assistance, career workshops and program orientations through the Career Resource Centers. <ul style="list-style-type: none"> ○ 50.6% of the job seekers we serve identify as women, 4.1% as veterans, 8.8% as offenders, and 37.7% as non-white. <p>30% of the Wagner-Peyser customers served in the last 12 months recorded employment;</p>			
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	<p>provider effective July 1, 2023. Review youth services procured and offered currently and determine what Youth services per WIOA Youth elements are most appropriate to procure.</p> <p>* Negotiate annual, local performance goals with DEO.</p>	<p>down 2.1% from the 32.1% employed during the previous 12 months.</p> <p>482 Welfare Transition and 258 SNAP customers have been served with 258 (up from 209) customers obtaining employment.</p> <p>Partnership development was a key focus throughout 2023. We solidified meaningful connections with organizations such as PERC, Ultimate Medical Academy, St. Petersburg College, Pinellas Technical College, and Job Corps in conjunction with the Paid Work Experience and OJT programs and successfully connected over 130 individuals, many with significant barriers to employment, with work-based learning opportunities with various employers within Pinellas. We expect to continue our partnership development efforts into 2024.</p> <p>Over 150 employers signed work-based learning agreements including PWE, OJT, and Summer PAYS resulting in the successful training/placement of over 250 individuals.</p> <p>Boosted operational performance by providing WIOA occupational skills training to 526 individuals placing 155 in employment. There was a significant decline in WIOA activity and case entry after the end of PY 2021 (July 2021). New activity entry was slow but has steadily progressed toward past levels as staffing levels and community engagement improve and our</p>			
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		<p>new enrollments have now surpassed the previous 12-months. Average annual wages, per placement was \$56,888 for Dislocated Workers and \$42,411 for Adults.</p> <p>Hosted 42 onsite hiring events and career fairs connecting businesses and local resource providers with the community.</p> <p>Through our Recovery Navigator grant, we identified over 60 second-chance employers in Pinellas County and established relationships with 12 service providers who referred approximately 97 individuals into our programs. We also participated in the Pinellas Recovery Roundtable, a consortium of local behavioral health and substance use recovery providers, and sponsored the first Pinellas Recovery Expo featuring resources and job opportunities for persons in recovery from Substance Use Disorder.</p> <p>Enrolled 74 individuals in special project training programs, including the Department of Labor Trade Adjustment Assistance Act (TAA, and State or CareerSource Florida-led initiatives.</p> <p>Assisted 145 young adults earn their high school diploma and GED, learn on-the-job skills, and develop their career pathway.</p> <p>Participated in the Ticket to Work program to assist individuals with disability return to work</p>			
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		by utilizing career services provided through the Career Resource Center. Through the program, the organization received \$84,600 of unrestricted funds.			
<p>Key Relationships and Partnerships: Identifies key relationships necessary to support an effective organization and assures proper planning, relationship building and communications to develop and maintain these.</p>	<p>Initiative: Facilitate the integration of the organization into the fabric of the community by assuring the use of effective marketing and communication activities. Listen to stakeholders, customers, volunteers, and others in order to improve services and generate community involvement.</p> <ul style="list-style-type: none"> * Implement the MOUs and IFAs to ensure activities with key community partners fully leverage resources and linkages. * Explore and make recommendations for the development of MOUs with new partners. * Create a marketing plan and strategy, including marketing, website, success stories and employer highlights. * Continue to reach out to key local employers to rebuild relationships. * Establish, maintain and enhance partnership activities through 	<p>Successfully facilitated the integration of the organization into the fabric of the community by maintaining 49 operational and strategic partnerships (7 new partners added) through 4 One-Stop partner meetings, to leverage resources to expand and enhance services through One-Stop Operator.</p> <p>Ongoing partnership with Pinellas County to operate a satellite Career Resource Center within the Lealman Exchange. 2023 activity increased; in 2023 a total of 1,123 customers were assisted, of which 69 were Veterans.</p> <p>Continued partnerships with the following organizations and fostered growing connections which will lead to greater opportunities for workforce development: Amplify Clearwater, Central Pinellas Chamber of Commerce, Greater Seminole Chamber of Commerce, St. Petersburg Economic Development Corporation, Pinellas County Economic Development, St Petersburg Chamber of Commerce, Tampa Bay Beaches Chamber of Commerce, Upper Tampa Bay Chamber of Commerce, Pinellas Park Chamber (attended free/open to the public events) and Skyway Marina District. In addition, additional stakeholders/community-based organizations</p>	ST, KK		

	<p>quarterly partner meetings and online customer service training provided by the One-Stop Operator.</p> <ul style="list-style-type: none"> * Participate in partnership/sponsorship opportunities with local chambers and EDC i.e. EDC of Pinellas, EDC of Greater St. Petersburg, and local chambers. * Grow work-based learning opportunities with local employers and job-seekers. 	<p>include: Amskills, BAMA, Gateway Business Network, Tampa Bay Works, Thrive by Five, Pinellas County Veteran Task Force, Recruiters Networking Group, Hispanic Outreach Center, Lealman Collective Impact Committee, and VOAD (Volunteers of Active Disaster)</p> <p>Participated on the following focus groups:</p> <ul style="list-style-type: none"> • Pinellas County Economic Development Strategic Planning focus group. • PSTA Community Bus Plan Stakeholder Workshop. • Statewide Standardization of Tools and Services Policy Workgroup. • Historic Gas Plant Development Team for Workforce Services. <p>Working with Tucker Hall, created a comprehensive marketing and communications plan to support external communications, optimize social media and create brand and program awareness. 2023 activities included:</p> <ul style="list-style-type: none"> • Securing advertising on a PSTA bus. • Fox 13 News story about our partnership with SailFuture Academy. • Bay 9 News story about the paid-work experience opportunity of 9 Job Corps youth at Children's Home Network. • Joint OpEd with John Flanagan in Tampa Bay Business Journal regarding "Workforce development changes on the horizon for Tampa Bay Region". 			
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- Interview, Jason Druding and Mattie Velasco, on Good Day Tampa Bay promoting the Recovery Expo and Job Fair.
- Interview in St. Pete Catalyst about “Why the Area needs more IT Professionals”
- Participated on WUSF panel discussion on the “Economics of living in Florida now”.

Apprenticeship partnerships continued with NetSynergy for Computer Programming. Additional Apprenticeship discussions occurred with multiple employers to include GE Aviation, PODS, Crisis Center of Tampa Bay, and Baycare. All are in various stages of creation and viability.

64 companies signed PWE program agreements. Notable mentions include: Walgreens, Optum Healthcare, WellMed, Boys and Girls Clubs, Anclore Manufacturing, City of Oldsmar

12 companies signed OJT program agreements. Notable mentions include: Bausch and Lomb, Sunstar Paramedics, RDM (Research, Development, and Manufacturing)

Partnered with SPC, New Horizons Computer Learning Center, Access Computer Training, CodeBoxx, Pinellas Technical College, Jersey College and Computer Coach Training to support the Rapid Credentialing Training

		<p>program for IT (Get There Faster Grant). Total training provided was over \$500,000.</p> <p>Partnered with community organizations and local stakeholders to connect 172 young adults (up from 126 the year before) with businesses in the region for our 2023 Summer Youth Program providing these future leaders with valuable work experience, insight on career paths, and/or career planning. These youth were paid \$15/hour. In total, youth worked 29,766 hours who worked at 53 employers.</p>			
<p>Organizational Leadership: Manages the organization.</p> <p>Deals effectively with demanding situations and designs and implements effective interventions.</p> <p>Establishes and leads an effective management team.</p>	<p>Initiative: Ensure that procedures and organizational culture reflect integrity and transparency. Lead staff in maintaining a climate of excellence, accountability and respect.</p> <ul style="list-style-type: none"> Based upon results of REACH Act realignment initiative, determine impact, if any, to the organization and develop strategy along with DEO and CareerSource Florida to implement any changes. Fully staff the organization. Finalize the development 	<p>Successfully navigated change due to consolidation with CareerSource Tampa Bay, stabilized operations, fostered an environment of transparency that had not been in existent with previous administrations, and supported leadership team to meet organization goals and objectives.</p> <p>Established twice-a-year all-staff all-day training in February and October. Training was focused on topics for staff development not tied to program functions of their job. February topics were Deaf Culture, Financial Literacy and DiSC training.</p> <p>Maintained and developed an effective and competent leadership team. When I was hired as Interim CEO, the organization had 38 FTEs. At the end of 2023, we had grown to 60 FTEs.</p>	ST, KK		

	<p>of a succession plan for the organization.</p> <ul style="list-style-type: none"> • Implement an annual employee engagement survey which will become the benchmark for appropriate organization changes and activities. • Develop performance goals for each employee. Align annual performance evaluations with program year and determine merit/evaluation stipend. Review current programs, SOPS, and Desk Guides to ensure alignment with guidance from DOL, DEO and CSF. 	<p>Over the last two years, we filled critical positions that had been unfilled in addition to adding other necessary positions. We made an effort, where appropriate, to promote from within and develop our staff and have a transition plan to ensure that knowledgeable staff stay with the agency. In addition, even with uncertainty of consolidation with CareerSource Tampa Bay, the organization maintained a stable workforce.</p> <p>With collaboration and input from Leadership Team and other key personnel, improved morale and culture of the organization by implementing and/or maintaining the following:</p> <ul style="list-style-type: none"> • Employee engagement committee • Diversity committee • Casual and other themed Fridays • Maintained open dialogue with employees • Hired/filled critical positions • Company-wide potluck luncheon • Employee of the Month award • Employee of the Year award recognized at our December employee recognition lunch. • Member of employee engagement committee attends weekly leadership team meeting 			
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		<ul style="list-style-type: none">Continued employee-centric monthly Employee Newsletter <p>The organization became a certified Watch Stander with The Fire Watch. The Fire Watch is Florida's fight to end veteran suicide. They are building a life-saving network of community members and organizations trained to identify the warning signs of veterans in crisis and to direct those veterans to the help they need.</p> <p>Deployed various staff to assist with the Disaster Recovery Centers in Pinellas County to assist in aftermath of Hurricane Idalia.</p> <p>Hired outside firm to conduct a follow-up employee engagement survey to capture opinions and perceptions of the staff. Responses for survey were 72% positive; consistent with prior year. Based upon results, leadership team is addressing areas that received lowest positive scores.</p> <p>Hired outside firm in 2022 to perform update of compensation review. The review resulted in pay ranges being increased 4.7%. Salaries of employees were reviewed and a majority of employee salaries were increased effective 1/1/2023 to be consistent with new pay ranges.</p> <p>Represented CareerSource Pinellas at various events throughout the year to build</p>			
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		<p>relationships and provide awareness of resources and programs.</p> <p>Implemented annual performance review process utilizing Paycor HRIS system.</p> <p>Continued membership on the Early Learning Coalition Board of Directors and as a member of the Finance Committees.</p> <p>Worked with the Compensation Committee to finalize the evaluation process, review the organization chart and update the compensation review.</p> <p>Stressed Focus, Urgency and Accountability in everything that we do to ensure a culture that promotes ownership, integrity, transparency, excellence, and respect.</p> <p>Continued focus on developing the Leadership team into strong leaders by allowing them to perform their jobs. Not micro-managing that previously existed in the organization.</p> <p>Conducted 6 Employee Engagement/ Information meetings to discuss transition after resignation of previous CEO and share results of Employee Engagement Survey and status of Re-alignment project.</p> <p>Along with HR Director and Insurance Broker, oversaw the 2024 Open Enrollment process that resulted in keeping Medical Insurance with</p>			
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		<p>Florida Blue. Our premiums increased between 6-7%.</p>			
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One of our employees was the recipient of the statewide winner of the Florida Workforce Chairs Alliance Lighthouse Award that is given annually to recognize a behind the scenes employee who goes above and beyond and who others can always rely on.

Two members of our leadership team presented at the annual Florida Workforce Summit: Jay Burkey presented “Deaf Culture to Better Serve Deaf Individuals” and Jason Druding presented “Connecting Work Based Learning to the Community.”

SECTION 2: COMMENTS

Commissioner René Flowers’ Comments:

Chair Comments, Scott Thomas:

1. Morale Improvement: Steve successfully led efforts to improve morale, turning it around from its all-time low in 2021 to its highest point since his tenure as CEO began. This demonstrates his effective leadership and dedication to fostering a positive work environment.
2. Strategic Hiring: Under Steve’s guidance, critical positions that were previously unfilled for extended periods were successfully filled, addressing long-standing staffing gaps and ensuring the organization’s operational effectiveness.
3. Expansion of Services: Steve spearheaded the addition of new positions aimed at better serving both job seekers and employers in Pinellas County, demonstrating a commitment to meeting the evolving needs of the community.
4. Departmental Overhaul: He led the overhaul of the Business Services Department, driving efficiency improvements and ensuring alignment with organizational goals and objectives.

5. Community Engagement: Steve successfully re-established connections with key partners in the community, fostering collaboration and strengthening the organization's network of support.
6. Staff Development: He prioritized staff development by undertaking necessary training initiatives, equipping employees with the skills and knowledge needed to excel in their roles and contribute to the organization's success.
7. Compliance Success: Steve satisfactorily settled the DOL compliance review without any expense or exposure to the taxpayers of Pinellas County, demonstrating sound judgment and effective risk management.
8. Trust and Employee Engagement: Most importantly, Steve prioritized building trust and actively listening to employees, resulting in enhanced employee engagement and a more cohesive workplace culture.
9. Leadership During Transition: He demonstrated strong leadership during a challenging transition period as the organization merged entities, navigating complexities and ensuring continuity of operations.

Overall, Steve Meier's performance as CEO reflects his exemplary leadership, strategic vision, and commitment to driving positive outcomes for the organization and its stakeholders.

Mr. Kevin Knutson's Comments:

This year has been an unusually difficult year, due to the many changes on the horizon. Although relatively new to the role, Steve provided calm leadership, driving organizational change that helped improve morale and the culture. It has been a pleasure to get to know Steve even better as we work through the consolidation. I have received numerous comments directly from CSPIN staff praising Steve's leadership.

Ms. Dawn Peters' Comments:

Dr. Rebecca Sarlo's Comments:

Comments from the CEO:

It was on February 11, 2022, when I was asked to step into the role of Interim CEO. I accepted the challenge of the last two years. I have surrounded myself with an excellent leadership team which has made the transition very easy. With them, we set the organization back on course.

- We improved morale from its all-time low at the end of 2021
- We filled positions, a lot critical, that went unfilled for too long
- We added positions to better serve job seekers and employers of Pinellas County
- We overhauled the Business Services Department
- We re-established connections with partners in the community
- We undertook necessary training for staff
- We satisfactorily settled the DOL compliance review without any expense or exposure to the taxpayers of Pinellas County
- Most importantly, we valued, re-built the trust and listened to our employees

Action and Approvals	
Performance appraisal reviewed by Board of Directors on:	
Authorized Board Member Signature and Date:	
CEO Signature and Date:	



ACTION ITEM 3

General Counsel Performance Review

On November 17, 2021, the Board of Directors approved the renewal of GrayRobinson, P.A. for legal counsel services to begin on December 1, 2021 through November 30, 2023, as General Counsel to the Local Workforce Development Board, as well as Counsel to CareerSource Pinellas.

As outlined in the By-Laws, the Ad Hoc CEO/Legal Committee will conduct the annual performance review for the General Counsel. The review addresses the approved General Counsel Performance Goals. The review period is 12 months, December 1, 2022 – November 30, 2023.

The recommendation from this Committee will be presented to the Board of Directors on March 20, 2024.

Performance Review: The members of the Ad Hoc CEO/Counsel Committee requested that the CEO of CareerSource Pinellas, complete the performance review, adding his comments prior to submitting it to the Ad Hoc Committee for consideration.

The General Counsel draft Performance Review is enclosed.

RECOMMENDATION

Approval of the General Counsel Performance Review for Stephanie Marchman, GrayRobinson for the PY'2022 - 2023.



General Counsel Performance Goals
Board of Directors Assessment
12/1/2022 – 11/30/2023

Date Completed:	
Evaluation Period:	December 1, 2022 – Nov 30, 2023

SECTION 1: Achievement of Goals

December 1, 2022 – November 30, 2023

Description of Goals	General Counsel's Summary of Performance as to each Goal	Exceeded Expectations	Met Expectations	Needs Improvement
Regular attendance at CareerSource Pinellas Board of Directors and Executive Committee meetings.	General counsel or designee attended all Board of Directors meetings and other committee meetings as requested, providing sound legal guidance as needed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Advise on corporate and tax-exempt organization legal issues related to CareerSource Pinellas.	General counsel or designee was available to provide sound legal advice as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review draft contracts, agreements, leases, and other legal instruments.	General counsel or designee timely and effectively reviewed, revised and approved over a dozen contracts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review by-laws, personnel, fiscal, and other policies and/or procedures.	General counsel or designee timely and effectively reviewed by-laws, personnel, fiscal, and other policies and/or procedures as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide advice regarding potential employee disciplinary action.	General counsel timely and effectively advised CEO with respect to numerous employee discipline matters.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assist the Human Resources Department with investigations on labor law and employee relations concerns.	General counsel timely and effectively advised the Human Resources Department with investigations on labor law and employee relations concerns.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advise on responses to subpoenas, court orders, and Florida Statute Chapter 119 requests for public records.	General counsel or designee timely and effectively responded to subpoenas, court orders, and Florida Statute Chapter 119 requests for public records, including provision of Sunshine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Law training to the Board of Directors and staff.			
Defend lawsuits, administrative claims, or other legal claims.	General counsel or designee timely and effectively defended all lawsuits, administrative claims, or other legal claims.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide any other legal services needed.	General counsel or designee timely and effectively provided any other legal services needed, including legislative developments affecting Florida's workforce development boards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall responsiveness and quality of legal services provided.	General counsel timely and effectively responded to legal needs of CareerSource Pinellas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Steven Meier Comments:

2022-2023 was challenging, but not as challenging a year for the organization as prior year as there were not three whistle-blower complaints and the resignation of a CEO. There were still challenges resulting from the upcoming consolidation with CareerSource Tampa Bay because of the decision from CareerSource Florida and the ongoing litigation with insurance carrier. Through it all, Ms. Stephanie Marchman, and her associates Ms. Heather Ramos and Mr. Chris Carmody, provided excellent legal counsel and guidance. Ms. Marchman is responsive, professional and provides timely and effective legal direction. Specifically:

- Ms. Marchman continues to coordinate the services of independent Insurance Coverage Counsel to continue our attempt to recover insurance proceeds resulting from final determination of the DOL Compliance Review that began in 2018. In addition, Ms. Marchman, along with coverage counsel, satisfactorily keeps the Board updated on the status of the litigation. As of the date of this review, this is an ongoing matter; a mediation session is set for the beginning of January 2024.
- Ms. Marchman participated in meetings with Pinellas County, Hillsborough County, CareerSource Pinellas and CareerSource Tampa Bay and EY related to consolidation issues providing sound advice to Board staff and Pinellas County staff. Specific advice given by GrayRobinson were the advantages and disadvantages of the options for consolidation of CareerSource Pinellas and CareerSource Tampa Bay. Ms. Marchman and others from GrayRobinson will be key participants over the next year.
- Working with our HR Director, updated the organization's Personnel manual to ensure that all recent compliance regulations are properly included.
- Ms. Marchman, along with Scott Thomas, Board Chair, finalized and negotiated contract with the current CEO, Steven Meier.
- Ms. Marchman reviews all Board and Committee packets prior to issuing and approves for form and legality.

Scott Thomas, Board Chair, Comments:

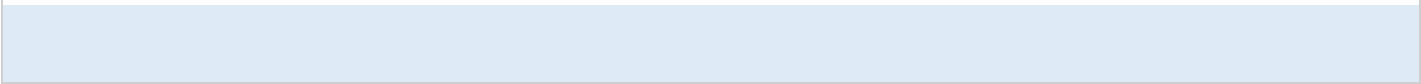
Commissioner Flowers, Vice Chair, Comments:

Dr. Rebecca Sarlo, Board Member, Comments:

Kevin Knutson, Board Member, Comments:

Stephanie and her team have provided meaningful, timely, and helpful guidance on numerous issues, particularly around the litigation around recovering our disallowed costs. Whenever we’ve had questions on issues coming before the board, they have been responsive and thorough.

Dawn Peters, Board Member, Comments:



Action and Approvals	
Performance appraisal reviewed by Board of Directors on:	
Authorized Board Member Signature and Date:	
CEO Signature and Date:	