

**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.