

April 4, 2024 - 11:00 A.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

Compensation Committee Agenda

I. Welcome and Introductions Jack Geller, 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 – October 5, 2023 Compensation Committee Meeting Page 1
2. Compensation Review and Annual Increase Page 4

V. Information Items

1. Organizational Chart Page 5
2. Staffing Report Page 6

VI. Other Administrative Matters

VII. Open Discussion

VIII. Adjournment

Next Compensation Committee – 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 October 5, 2023 Compensation Committee meeting have been prepared and are enclosed.

RECOMMENDATION

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

**CareerSource Pinellas
Compensation Meeting Minutes**

Date: October 5, 2023, at 11:00 am

Location: Zoom

Call to Order

Chair Jack Geller called the meeting to order at 11:00 am.

Board Members in Attendance

Jack Geller, Candida Duff, Bart Diebold

Board Members Not in Attendance

Barclay Harless, Scott Thomas, Esther Matthews

Staff in Attendance

Jay Burkey, Leah Geis, Jason Druding, Lysandra Montijo

Public Comments

There were no public comments.

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

The minutes of the August 9, 2023, Compensation Committee meeting were presented for approval.

RECOMMENDATION

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

Discussion: None

Motion:	Jack Geller
Second:	Bart Diebold

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

ACTION ITEM 2 – Employee Handbook Addition

It was requested by legal counsel, that a section be added to our PTO policy in the handbook. We request the following 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.

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

RECOMMENDATION

Approval to add the above sentence, in regard to our current PTO policy, to the Employee Handbook.

Discussion: None

Motion:	Bart Diebold
Second:	Jack Geller

The Compensation committee made a motion for approval to add “Employees that separate involuntarily or fail to report to work will forfeit all accrued PTO time.”, in regard to our current PTO policy, to the Employee Handbook. The motion carried unanimously.

INFORMATION ITEM 1 – Organizational Chart

Organizational chart included in meeting packet.

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 report created by AppleOne called "Generations in the Workplace" was included in the packet for review.

Other Administrative Matters – None

Open Discussion – None

Adjournment – Chair Jack Geller adjourned the meeting at 11:10 am.

DRAFT



ACTION ITEM 2

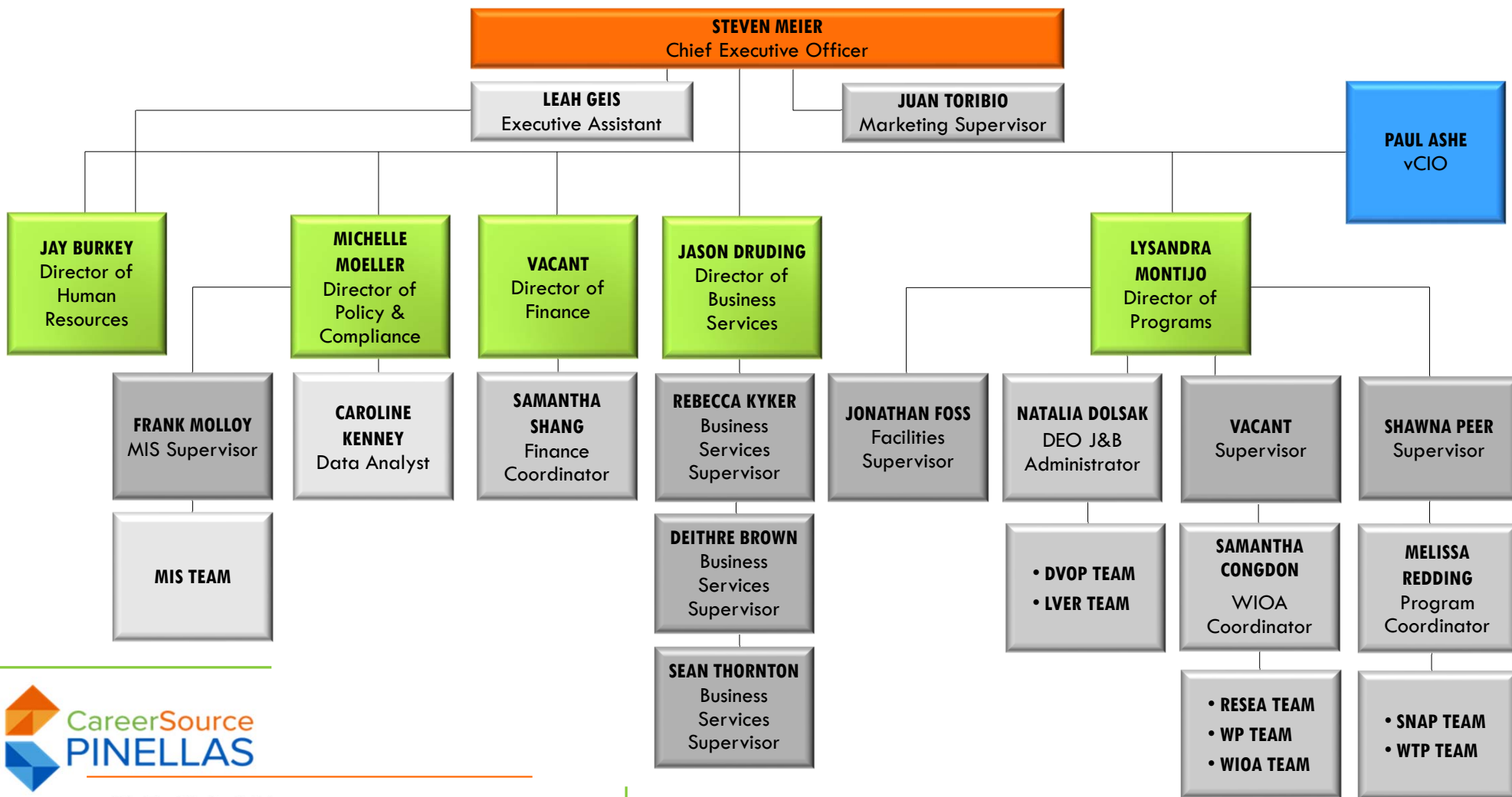
Compensation Review and Annual Increase

The Board of Directors approved Compensation Resources to conduct a compensation review for CareerSource Pinellas at its May 26, 2022, Board of Directors Meeting. The compensation review was conducted, and a final report was presented to the Board of Directors on November 16, 2022. The report recommended that pay ranges for all existing job classifications be increased by 4.7% to ensure that CareerSource Pinellas offered competitive salaries and wages compared to the marketplace. The Board accepted and approved the report. Pay ranges were increased by 4.7% and salaries of all staff were evaluated, and increases, if approved, became effective January 1, 2023.

Subsequently, Compensation Resources communicated with us via email in the fourth quarter of 2023, that merit increases for 2024 for the Tampa Bay region should be 3.7% to reflect cost-of-living increases for the region. CareerSource Pinellas normally provides merit increases to staff annually on July 1. With the pending merger of CareerSource Pinellas with CareerSource Tampa Bay on or about July 1, any salary increases should occur before July 1 to ensure that staff receive their annual increase. Thus, we are requesting that salaries of the CareerSource staff be increased by 3.7% effective June 1, 2024.

RECOMMENDATION

Approval of 3.7% salary increases for CareerSource Pinellas staff effective June 1, 2024.



ORGANIZATION CHART



INFORMATION ITEM 2

STAFFING REPORT

Since the beginning of the current Program Year the organization has been reduced by one coordinator, two Business Services specialists, one CFO, one Career Specialist, and four Career Counselors.

Since the beginning of the current Program Year, the organization has welcomed the following employees to the CareerSource Pinellas team:

- Michelt Ortega, **Technician**