

**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.