

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

**Date:** March 5, 2024 – 3:00pm

**Location:** Zoom

**Call to Order**

Committee Chair, Scott Thomas, called the meeting to order at 3:00pm. There was a quorum present with the following members participating.

**Committee Members in attendance**

Scott Thomas, Commissioner René Flowers, Kevin Knutson, Dr. Rebecca Sarlo

**Committee Members not in attendance**

Dawn Peters

**Staff Present**

Steven Meier, Leah Geis

**General Counsel Present**

Stephanie Marchman

**Public Comments – None**

**ACTION ITEM 1 – Approval of Minutes**

The minutes of March 2, 2023, 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 – 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.

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

*\*The CEO draft Performance Review was included in the meeting packet for review.*

**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.

**Discussion:** None.

Motion:	Kevin Knutson
Second:	Dr. Rebecca Sarlo

*The Ad Hoc CEO/Counsel Review Committee made a motion for approval of the CEO Performance Review for Mr. Steven Meier for the period January 1, 2023 – December 31, 2023, and recommended salary increase of 5% retroactive to January 1, 2024. There was no further discussion. The motion carried unanimously.*

**ACTION ITEM 3 – Approval of 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 PY'2022-2023 General Counsel Performance Review was included in the packet for review.*

**RECOMMENDATION**

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

**Discussion:** None

Motion:	Dr. Rebecca Sarlo
Second:	Kevin Knutson

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

**Adjournment** – Chair Scott Thomas asked for a motion for adjournment. Kevin Knutson offered a motion and Dr. Rebecca Sarlo seconded that motion. Chair Scott Thomas adjourned the meeting at 3:07pm.