

**CareerSource Pinellas  
Compensation Committee Meeting Minutes**

**Date:** September 5, 2018 at 12:00pm.  
**Location:** 13805 58<sup>th</sup> Street North, Clearwater, FL, 33760

**Call to Order**

Chairman Karla Leavelle called the meeting to order at 12:22 p.m. The meeting followed the Executive Committee meeting, held on the same day. There was a quorum present with the following Compensation Committee members participating.

**Committee Members in attendance**

Candida Duff, Jack Geller, Karla Leavelle

**Committee Members not in attendance**

Michael Gliner

**Staff Present**

Jennifer Brackney, April Torregiante, Luna Clarke, Steven Blakey.

**Action Items**

**Action Item 1 – Approval of Minutes**

The minutes April 12, 2018 Compensation Committee meeting was presented for approval.

Motion:	Jack Geller
Second:	Candida Duff

*The minutes approved as presented. The motion carried unanimously .*

**Action Item 2 –Business Services Compensation**

To the Compensation Committee (From Chairwoman Leavelle),

Effective September 1, 2018, Pinellas and Tampa Bay Career Source began operating independently and there is no shared staff. Six of the employees retained by CareerSource Pinellas have been in positions eligible for a monthly incentive. Two of the employees are business account executives and four are recruiters. For the past few years individuals in these positions have been eligible for a bonus/incentive pay. Typically, the Compensation Committee would not be involved in decisions about pay for specific staff positions, however given the media attention, it is prudent for the Board to provide guidance as to whether this is a practice that should be continued. Our objective is to provide guidance as to whether such an incentive plan should be continued.

- If we concur the two positions should have an incentive plan, it does not mean we need to accept the existing program. We can accept the existing program or ask the Human Resources consultant to construct a different plan.
- If we concur that the two positions do not need an incentive plan, we will want to consider if the loss of the incentive pay warrants consideration of an adjustment in base pay.

The following is information on the positions.

**Account Executives:**

- Current base pay \$45,500
- Last increase to base pay was in 2017
- 2016 average annual incentive earnings (based on calendar year not plan year) \$8,565
- 2017 average annual incentive earnings (based on calendar year not plan year) \$6,398
- 2018 average annual incentive earnings (based on calendar year not plan year) \$100

### Recruiters

- Current base pay \$40,000
- Last increase to base pay for two recruiters was in 2017
- 2016 average annual incentive earnings (based on calendar year not plan year) \$9,930--only two recruiters earned incentives
- 2017 – All four recruiters earning incentives. The range for the calendar year was \$600 - \$9,241
- 2018 – All four recruiters earning incentives. The range for the calendar year was \$450 - \$2,150

### Salary Range

The follow is the salary range for the two positions. The data provided indicates this range was established in 2016. It is unclear the source used to establish the ranges.

Position	Entry	Mid-point	Maximum
Account Executive	\$46,600	\$60,600	\$74,600
Recruiter	\$40,000	\$52,000	\$64,000

### Attachments for your information

- The 2017-2018 incentive plan is **Attachment A**. This plan had an effective date of July 1, 2017- June 30, 2018. A different plan was in place for the 2016-2017 fiscal year.
- **Attachment B** contains the job descriptions for both positions.
- **Attachment C** is from the 08-01-18 Executive Committee meeting. It is a summary of an action item regarding the incentive plans. Also included is a follow-up to that discussion, that is to be presented at the 09-05-18 Executive Committee.

### Discussion

At this time, the Compensation committee will not reinstate the incentive plan for the Business Services staff. The Committee also discussed the salary range for the two listed positions. The Committee voted to increase the AE position to the entry level of the pay range, since the current position was being compensated at a lower pay point.

Motion:	Jack Geller
Second:	Candida Duff

*The Compensation Committee recommends increasing the base pay for Account Executives to the minimum of the current established pay range for that position, which is \$ 46,600 per year. The motion carried unanimously.*

### **Other Administrative Matters**

None

### **Public Comments**

None

### **Adjournment**

The meeting was adjourned at 12:33 p.m.