

**CareerSource Pinellas
Board of Directors Minutes**

Date: Wednesday, July 18, 2018 at 11:45 a.m.
Location: EpiCenter: 13805 58th Street N. Clearwater, FL 33760

Call to Order

Chair Jack Geller called the meeting to order at 11:47 a.m. There was a quorum present with the following board members participating.

Board Members in attendance

Vivian Amadeo, William Apple, Jody Armstrong, Candida Duff, James England, Jack Geller, Commissioner Patricia Gerard, Michael Gliner, Barclay Harless, Andrea Henning, John Howell, Mark Hunt, Carolyn King, Samuel Kolapo (phone), Adrian LaTrace, Dr. William Law, Russell Leggette, Kay McKenzie, Michael Meidel, Rebecca Sarlo, Scott Wagman, Zachary White, Glenn Willocks.

Board Members not in attendance

Justin Bean, Celeste Fernandez, David Fetkenher, David Fries, Michael Jalazo, Jack Jarrell, Karla Leavelle, Kim Marston, Ronald Morgan, Debbie Passerini, Chad Simpson, Kenneth Williams.

Board Counsel

Charles Harris

Guests

Whitney Creech – Pinellas County
Zachary Sampson and Mark Puente – Tampa Bay Times

Staff in attendance

Jennifer Brackney, Donald Shepherd, Sheila Doyle, April Torregiante, Luna Clarke, Linsey Stiglic, Steven Blakey.

Chair's Report

The Chair's report was provided in the form of the July Newsletter handout.

Action Item 1 – Approval of Minutes

The minutes of the June 27, 2018 Board of Directors meeting were presented for approval.

Motion: Patricia Gerard

Second: Michael Gliner/ Scott Wagman

The minutes were approved as presented. This motion carried.

Action Item 2 – Local Targeted Occupations List (TOL)

The Department of Economic Opportunity's (DEO) Bureau of Labor Market Statistics (LMS) published the 2018-2019 Statewide Demand Occupational Lists on the Department's website. The Statewide Demand Occupations list identifies the labor market needs of Florida's business community and encourages job training based on those needs, with emphasis on jobs that are both in high demand and high skill/high wage, and is used as a baseline for establishing the local Targeted Occupations List (TOL). The Local Workforce Development Boards (LWDBs) develop and use their TOLs to identify occupations for which eligible adults and dislocated workers may receive training assistance under the Workforce Innovation and Opportunity Act (WIOA).

A TOL must be updated when occupations are deleted or added. Each LWDB must update and publish the updated TOL to its website and submit a link to DEO by July 31, 2018.

Process: Staff reviewed the new 2018-19 Regional Demand Occupations List for Pinellas County against the current Regional Targeted Occupational List (RTOL). Staff identified several occupational areas that dropped from the new 2018-19 Regional Demand Occupations List that they are recommending to add back on the list due to ongoing demand for occupational skills training, Paid-Work Experience, and On-the-Job training programs

Motion: Michael Meidel

Second: Scott Wagman

The Board of Directors approves the adoption of the expanded 2018-19 Regional Demand Occupations for CSPIN comprised of the DEO 2018-19 Regional Demand Occupational List and the additional demand occupations. It was suggested that the TOL be reviewed by the Workforce Solutions Committee, to determine whether other categories should be added to the list for Region 14. This motion carried.

Action Item 3 – Negotiating LWDB Performance Goals

Under the DOL Training and Employment Guidance Letter (TEGL) WIOA No. 9-17, the Department of Labor (DOL) in partnership with other partner federal agencies have aligned the primary indicators of performance and created an initial statistical adjustment model. The six primary indicators of performance will include:

- Employment Rate – 2nd Quarter After Exit
- Employment Rate – 4th Quarter After Exit
- Median Earnings – 2nd Quarter After Exit
- Credential Attainment
- Measurable Skills Gains (TBA - baseline)
- Effectiveness in Serving Employers (TBA - baseline)

Once goals are negotiated, then a modification to the local plan for 3rd and 4th years will be required. A state or an LWDB is considered to have met their Common Measures goals when hitting 90% or higher of their negotiated goals. Staff submitted by July 16, 2018 or the DEO/CSF deadline their acceptance or alternate during the negotiations process. DEO directive was received on July 6th COB. Pursuant to negotiation of goals, the DEO provided a 5-year analysis using WIOA modeling which is included in exhibit. Staff has also included LWDB performance for PY 2017/2018 through Quarter 3 as reported thru DEO.

Motion: Patricia Gerard

Second: Andrea Henning

The Board of Directors approves the DEO/CSF negotiated goals for PY 2018/2019 and PY2019/2020 which fall within acceptable range of performance based upon the 5-year DEO analysis and current PY2017/2018 performance. This motion carried.

Other Administrative Matters

There were no administrative matters.

Information Items

Information Item 1: Transition Timeline: WorkNet Pinellas, Inc. voted to approve a transition deadline of September 1st 2018 as requested by CareerSource Tampa Bay. As a result, WorkNet Pinellas, Inc. sent WARN layoff notices to all CareerSource Tampa Bay staff and shared services staff that WorkNet Pinellas, Inc. will no longer employ any of these employees as of August 31, 2018. Those employees affected received a WARN layoff notice as required by law on June 29, 2018. Both organizations are working to ensure approximately 100 employees who will be leaving WorkNet Pinellas are aware of and can apply for positions that will be needed at CareerSource Tampa Bay. The approximately 30 additional

positions shared by the two organizations are being considered in terms of the needs of each organization as we move forward. Approximately 80 state employees who work for the two organizations are not affected and will continue to assist customers through the transition. We are committed to creating two separate organizations, each focused on meeting the needs of their community. This transition will not impact the continuity of services to businesses or job seekers. We are excited about the opportunities ahead to improve and enhance our teams' focus on meeting the unique needs of the businesses in our individual communities and collaborating as necessary to achieve shared goals for the larger economic region. We recognize that times of transition are stressful for staff, even as we look forward to building stronger organizations. Each local workforce development board, working in partnership with the county commissions of Pinellas and Hillsborough counties, are building organizations dedicated to accountability, integrity and transparency as well as exemplary customer service that improves lives. Again, the vital day-to-day work supporting businesses in Pinellas and Hillsborough counties with their recruiting, hiring and training needs and residents with career guidance and placement assistance will not be interrupted during this next step in this important and necessary process. We wish to thank our staff for their patience and hard work as we work toward a smooth and successful transition. **Update – 7/17/2018:** As part of the staffing plan, CSPIN offered continued employment letters to 12 shared staff, including MIS, Finance and Business Services. All accepted the letter of employment, except for the three Finance staff: Director of Finance, Senior Accountant and Finance Specialist. We will work on an interim finance plan to hire a Finance Consultant and post the CFO and Senior Accountant positions. A search committee will be formed to begin the process of hiring the President/CEO.

Follow-up: Board Members requested to have a list of open positions available at CSPIN, and the job descriptions. Members also requested to be included in the selection of the Chief Financial Officer.

Information Item 2: Ad Hoc Committee – Search Committee for President and CEO

As part of the transition, a search committee will be needed to search for a new President/CEO for CSPIN. This committee will evaluate prospective candidates for the position, and make recommendations to the full Board of Directors. The following members are kindly being asked to join this search committee: Karla Leavelle, Jack Geller, Commissioner Patricia Gerard, Andrea Henning and Mike Meidel.

Follow-up: Mr. Michael Meidel has agreed to chair the CEO Search Committee. Mr. Michael Glinter requests to be added on the Search committee. It was also recommended that the selected candidates would attend a Board of Directors Meeting and have a chance to answer questions from the Board. Request to provide the specific criteria needed to fill the President/CEO role, based on the criteria being used by the other LWDBs.

Information Item 3: Board Counsel Update

Board Counsel provided some background information regarding the Shared Services Agreement that was previously approved and signed between CSTB and CSPIN back in 2012. Counsel is combining the two documents to include each party's responsibilities. Request that Board Counsel present the compiled "Shared Services Agreement" at the next Executive Committee. All board members are invited to attend this meeting and discuss the Shared Services Agreement.

There are currently 3 pending lawsuits against Worknet Pinellas. Board Counsel will provide more information at the upcoming Executive Committee.

Information Item 4: Financial Update for period ended May 31, 2018

The Financial report summary for period ended May 31, 2018 was presented to the board. CareerSource Pinellas has expended about 70% of its budget.

Information Item 5: Survey Results: On July 9, 2018 Board Members were asked to participate in a brief online survey, to determine the best meeting day/time for future Board Meetings. As of July 16th, 27 participants contributed and the results are as follows:

- 93% responded that Wednesday worked best for their schedule
- 62% wanted to keep the current 11:45am meeting time; and 42% suggested a 9:00am meeting time.
- 77% did not want to change the meetings to another weekday.

The schedule for future Board and Committee meetings is provided as an attachment. The next Board meeting is scheduled for September 19, 2018.

Committee Reports

1. Audit Committee: The audit firm Powell and Jones has conducted a review of internal controls and procedures during the month of May. The information was presented at the 6/27/18 Board meeting, and is included in the Orientation binders. An Audit Meeting will be scheduled later this month, to approve the Engagement Letter to begin the fieldwork on the Financial Statement Audit for Fiscal Year Ended 6/30/2018. The team will also discuss the annual 401(k) audit for calendar year 12/31/2017. The Audit Committee will also address the gift cards that were given to employees in the past, and how to address the taxes related to those items.
2. Finance Committee: The Financial Update for Period Ended May 31, 2018 was provided in the packet. The next Finance Committee will meet on July 24, 2018
3. Compensation Committee: Since the last Compensation meeting on April 12, 2018: The Director of HR, Alice Cobb retired on July 12th. The HR Consultant, Terri Casey with Engagement Advisors started on July 16th. Her main focus will be to assist with the transition activities, assess the current HR capabilities, participate in the posting and review of position, assist with any outstanding HR issues, and transition the administrative contracts. The current business services incentives will be suspended on August 30th. We will be scheduling a meeting in July/August to review the business service incentive and compensation plan. The committee will make recommendations to the Board. Request to obtain salary information from the various regions, regarding the salary range for job descriptions within the BS team.
4. Science Center Committee: The next Science Center Committee meeting is scheduled for August 31, 2018 at the Tyrone Center. We are in the process of requesting bids to acquire the services of a Building Inspector, as was discussed at the last meeting. Summer Camp at the Science Center will run through August 10, 2018. To date, there are over 500 students who have either participated in camp or are registered to attend future weeks. Interested parents can still enroll their children to participate by registering online at the Science Center of Pinellas website.

Interim Director's Report

None.

Public Comments

Chairman requests to add an "Open Discussion" section on the Agenda, after the public comments section, to allow for board dialogue. There are 3 at large seats available to fill on the Executive Committee. Chairman will notify the board members selected to fill them.

Adjournment

The meeting was adjourned at approximately 12:43 p.m.