

**CareerSource Pinellas
Board of Directors Minutes**

Date: Tuesday September 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 11:45 a.m. There was a quorum present with the following board members participating.

Board Members in attendance

Vivian Amadeo, William Apple (phone), Jody Armstrong, Justin Bean, Candida Duff, James England, Celeste Fernandez (phone), David Fetkenher, Jack Geller, Commissioner Patricia Gerard, Michael Gliner, Barclay Harless, John Howell, Mark Hunt, Jack Jarrell (phone), Carolyn King (phone), Karla Leavelle (phone), Russell Leggette, Kay McKenzie, Michael Meidel (phone), Debbie Passerini, Rebecca Sarlo, Chad Simpson (phone), Scott Wagman, Zachary White (phone), Glenn Willocks.

Board Members not in attendance

Andrea Henning, Michael Jalazo, Samuel Kolapo, Adrian LaTrace, Dr. William Law, Kim Marston, Kenneth Williams.

Staff in attendance

Jennifer Brackney, Donald Shepherd, Deborah Budaj, Luna Clarke, Steven Blakey.

Board Counsel

Charles Harris – Trenam Law

Guests

Whitney Creech – Pinellas County
Richard Powell – Powell and Jones, CPAs
Marcie Mullins – Department of Economic Opportunity

Chair's Report

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

Approval of Consent Agenda - September 5, 2018 Executive Committee

The consent agenda of the September 5, 2018 Executive Committee was presented for approval.

Action/Discussion items listed were:

- Approval of the 8/1/18 EC Minutes
- MOU Amendment: CSPIN and the FL Dept. of Education- Division of Voc. Rehab
- Communication with Pinellas County Inspector General
- Request for Proposals : One-Stop Operator
- Feasibility of Selling the Science Center property

Motion: David Fetkenher

Second: Comm. Patricia Gerard

The Board of Directors approved the consent agenda as presented. This motion carried.

Action Item 1 – Approval of Minutes

The minutes of the July 18, 2018 Board of Directors meeting were presented for approval.

Motion: Comm. Patricia Gerard

Second: David Fetkenher

The minutes were approved as presented. This motion carried.

Action Item 2 – Annual Financial Audit for the Fiscal Year Ended June 30, 2018

The audit firm of Powell & Jones, CPAs has completed the annual financial audit for WorkNet Pinellas, Inc. for the fiscal year ended June 30, 2018. A copy of the audit report was presented to the Board. Representatives from the firm presented the results to the Audit Committee on August 28, 2018.

Mr. Richard Powell (auditor) confirms that no significant findings were reported as a result of the audit.

Motion: Comm. Patricia Gerard

Second: Jody Armstrong

The Board of Directors approved the Annual Financial Audit for the fiscal year ended June 30, 2018. This motion carried.

Action Item 3 – Business Services Compensation

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 and the job descriptions for both roles were attached.

At this time, the Compensation committee will not reinstate the incentive plan for the Business Services staff.

Motion: Comm. Patricia Gerard

Second: Barclay Harless / David Fetkenher

The Board of Directors approved the increase of the base pay for Account Executives to the minimum of the current established pay range for that position, which is \$ 46,600 per year. This motion carried.

Action Item 4 – Approval of Training Vendor -- ICTC Governing Board dba AmSkills (American Manufacturing Skills Initiative)

AmSkills Apprenticeship Program is certified under the Florida Department of Education, Division of Career and Adult Education in the trades of Electronics Technician, Industrial Maintenance Repairer, Mechatronics, Tool and Die Maker. Staff conducted a site visit on Tuesday, July 24, 2018.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration Of Training	Completion Rate	Average Wage At Placement
Pre-Apprenticeship Skills Training	\$300	\$1,792	\$0	\$2,092	400 clock hours/ 17 weeks	95%	\$12.00 per hour

- School Opened: 8/20/2014
- School Locations:

Regional Headquarters & Training Center Marchman Technical College 7825 Campus Drive, Building 6 New Port Richey, Florida 34653	Adult Pre-Apprenticeship Program Northeast High School 5500 16 th Street North, St. Petersburg, FL. 33703
--	---

- Total enrollments for prior year: 20
- Total Cost, Completion Rates and Average Wage at Placement for the program are comparable to other schools that offer the same type of training.
- Currently there are several other approved training vendors for LWDB 14 that offer Registered Apprenticeship training.

NOTE: *In accordance with CareerSource Florida Administrative Policy #90 – WIOA Eligible Training Provider List when the training provider has met the established criteria LWDB are required to approve the training provider.*

Motion: Comm. Patricia Gerard

Second: Michael Gliner

The Board of Directors approved AmSkills as an approved training vendor for LWDB 14. This motion carried.

Action Item 5 – Approval of Training Vendor -- Knowledge Quest Education Solutions Inc. dba Learning Alliance Corporation

Learning Alliance Corporation has a license from the Commission for Independent Education. Staff conducted a site visit on Tuesday, 7.24.2018. Learning Alliance Corporation will start reporting to FETPIP.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition & Fees	Total Cost	Duration Of Training	Completion Rate	Average Wage At Placement	Retention Rate
Broadband Digital Installer	Included	\$10,000	\$10,000	304 hours	95%	\$12	95%
Business Information Systems	Included	\$3,500	\$3,500	240 hours	95%	\$12	95%
* Practical Project Management	Included	\$7,500	\$7,500	300 hours	N/A	Anticipated \$14	
* Lean Sigma Green Belt Champion	Included	\$7,500	\$7,500	300 hours	N/A	Anticipated \$14	

* New programs approved by Florida Department Education on 3.5.2018

- School Opened for 16 years
- Total enrollments for prior year: 43
- Total Cost, Completion Rates and Average Wage at Placement for the program are comparable to other private schools that offer the same type of training.

NOTE: In accordance with CareerSource Florida Administrative Policy #90 – WIOA Eligible Training Provider List when the training provider has met the established criteria LWDB are required to approve the training provider.

Motion: Comm. Patricia Gerard
Second: Jody Armstrong

The Board of Directors approved Learning Alliance Corporation as an approved training vendor for LWDB 14. This motion carried.

Action Item 6 – Approval of Training Vendor - Southern Technical College

Southern Technical College has a license from the Commission for Independent Education (#2274). Staff conducted a site visit on Wednesday, August 29, 2018. Southern Technical College currently reports to FETPIP.

Courses/Certificate/Diploma Programs

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration Of Training	Completion Rate	Average Wage At Placement
Diagnostic Medical Sonographer-AS	\$0	\$41,552	\$0	\$41,552	98 Credit Hour	15.9%	\$26.63 per hour
Management -BS	\$0	\$38,400	\$0	\$38,400	192 Credit Hours	23.8%	\$14 per hour
Medical Assistant - Diploma	\$0	\$17,500	\$0	\$17,500	51 Credit Hours	9.4%	\$10.50 per hour
Medical Laboratory Technician-AS	\$0	\$35,910	\$0	\$35,910	105 Credit Hours	9.4%	\$16.50 per hour
Nursing -AS	\$0	\$45,885	\$0	\$45,885	115 Credit Hours	9.7%	\$25 per hour

- School Opened: 2000
- Total enrollments for prior year: 327
- Total Cost, Completion Rates and Average Wage at Placement for the program are comparable to other private institutions that offer the same type of training.

NOTE: In accordance with CareerSource Florida Administrative Policy #90 – WIOA Eligible Training Provider List when the training provider has met the established criteria LWDB are required to approve the training provider.

Motion to approve Southern Technical College as a training vendor for LWDB 14:

Motion: David Fetkenher

Second: Patricia Gerard

Nay: Mark Hunt

The floor was opened for discussion: There was varied discussion regarding concerns about the school's low completion rate. Several board members commented that the cost of tuition was very high, in comparison to the low completion rate of participants. Members requested more information on the educational institution, such as their accreditation information, their required minimum completion rate, the salary of completers and the completion rate for previous years 2016 and 2017.

The previous motion to approve Southern Technical College as a Training Vendor for LWDB 14 was tabled. The Board requested that more longitudinal information be obtained on the educational institution, to help understand/compare their completion rate over the course of several years.

There was a motion made to reconsider this action at a later date.

Motion: Barclay Harless

Second: Scott Wagman / Comm. Patricia Gerard

The Board of Directors votes to reconsider the approval of Southern Technical College as a training vendor at a later date. This motion carried.

Discussion Item 7 – CEO Search: Recommendation

An Ad Hoc Search Committee consisting of six Board Members was created by the CSPIN Board Chairman, for the purpose of searching for a new Chief Executive Officer (CEO) for CareerSource Pinellas. The open CEO position was advertised through various channels, including:

- Employ Florida
- The CSPIN website
- The National Association of Workforce Boards
- And various Social Media outlets (LinkedIn; Indeed; Facebook; etc.)

Over several weeks, the Search Committee – with the assistance of an HR Consultant – has evaluated candidates interested in the position. The Committee conducted Skype interviews with the top four candidates on 9/12/18. After much deliberation, the committee selected two candidates to bring forth for consideration by the Board of Directors. The Search Committee recommends that the following candidates be interviewed at the October 17th BOD meeting.

1. Jennifer Brackney
2. Rocco Tricarico

The candidates' resumes and accomplishments were attached, for prior perusal.

Discussion: Mr. Meidel (serving as the Search committee chair) explained that the next steps in the CEO search process would involve candidate assessment tests. The two tests suggested were: a general IQ test and a Psychological/Personality test. As the Board of Directors operates under the Sunshine Law, there is a possibility that the results of those tests be considered as public record. To protect the privacy

of the candidates, a recommendation was made to remove the suggested Candidates tests as part of the follow-up in the CEO search process. Instead, board members recommended that the candidates make a presentation that summarizes their prior experience, accomplishments and what they hope to accomplish within the organization. Additionally, board members want to have an opportunity to ask robust questions to the candidates.

Motion to remove the suggested IQ test and Psychological test as part of the follow-up in the CEO search process:

Motion: Russell Leggette

Second: Mark Hunt / Comm. Patricia Gerard

The Board of Directors votes to remove the suggested IQ test and Psychological test as part of the follow-up in the CEO search process. This motion carried.

CEO Candidate Interviews will be conducted on October 17, 2018 at the Epicenter. The two candidates to be interviewed will be: Rocco Tricarico and Jennifer Brackney. All board members are strongly encouraged to attend in person for this discussion. Due to the nature of this item, the meeting will likely span over the course of several hours.

Mr. Wagman expressed concerns about the CEO search process, and his concerns that taking on this role may be the “last gig” for the two candidates presented, since their careers have already spanned several decades. Mr. Wagman stressed the importance of selecting the right candidate for the CEO position, as it would be the most significant decision of the Board of Directors. Given the history of the organization and the magnitude of the decision, he suggested that more time be allowed before a decision can be taken and perhaps have a deeper pool of qualified candidates be presented. Several members of the search committee clarified that there were qualified candidates brought forth for consideration, but that they have chosen to recommend the two candidates that seem most qualified. When dealing with workforce boards and the public domain, those roles require a specific set of skills. Other members reiterated the role of the Board in hiring and keeping any CEO candidate, and replacing said person if the Board is not satisfied with his/her performance.

Other Administrative Matters

There were no administrative matters.

Committee Reports

1. Audit Committee: The audit firm of Powell & Jones, CPAs completed the annual financial audit for WorkNet Pinellas, Inc. for the fiscal year ended June 30, 2018. This item was discussed at today's meeting. The audit committee will address whether or not to enlist the assistance of the Clerk's Office Inspector General when conducting future internal monitoring.
2. Workforce Solutions Committee: The Workforce Solutions Committee met on September 11, 2018. Members recommended approval of three new training providers: Amskills ; Learning Alliance Corporation and Southern Technical College. The also reviewed the Target Occupation List, discussed brand marketing, discussed current workforce, employment and economic development trends in Pinellas county, and the Workforce Solutions Committee goals.
3. One-Stop Committee: The One Stop Committee met on August 23rd. At that meeting, the committee approved the recommendation to select Kaiser Group as the new one-stop operator. Kaiser Group received the higher scores of the two submissions that were received for that proposal. This item was also presented at this meeting. The DEO reporting for quarter 4 shows Pinellas with a total of 18,404 placements reported for program year 2017-2018 through year end. The average ranking for the Pinellas region for the program year was 4th in the state of Florida.
4. Science Center Committee: The Science Center Committee met on 08/31/18. During the meeting, members discussed the feasibility of selling the property and after much discussion, recommended

that an appraisal of the loan be made, for the purpose of refinancing the property. CSPIN hired a building inspector to assess the current structural condition of the Science Center of Pinellas. The property inspection was conducted by National Property Inspections and the full report is available on our website.

1. Pest Control: Quotes have been received for Pest Control and a PO will be initiated within the next few days. The best quote to date is ~\$900 for the first treatment and \$127 per month. Awaiting additional quotes.
2. Building Life Plan (Fire Marshall's Report): Because it states a 50 person occupancy for our classroom, two egress are required. All of our classrooms are less than 1000 square feet and the if we redo the life plan to occupancy levels of less than 50, only one egress is required.
3. Roof Repairs: The debris has been removed from the roof. No one has been scheduled to date to address leaks.
4. Structural repairs: The main issue is the beam holding the porch cover at the front door. My plan is to clean to bare metal check thickness and compare to minimum required thickness, then have an engineer tell me the method of any repairs.
5. Painting and Cleaning: Addressing this during our weekly Youth Build community service days.
6. HVAC: Johnson Controls does change filters on a quarterly basis, however they do not wipe down the filter covers. We will schedule our janitorial service to perform that task on a quarterly basis.
7. Electrical: PEC walked through yesterday. They plan to provide a quote by the end of the day.
8. We've reached out to Hancock Whitney Bank to discuss the option regarding an appraisal. The next Science Center meeting is for October 10, 2018.

Discussion 8: In an effort to address the issue of fire safety listed in the Building Inspection, board members recommend reducing the class size at the Science Center to a maximum of 40 people per room, at any given time.

Motion: Comm. Gerard

Second: Russell Leggette

The Board of Directors votes to limit the class size at the Science Center to a maximum of 40 people. This motion carried.

Interim Director's Report

None.

Public Comments

None.

Open Discussion

None.

Adjournment

The meeting was adjourned at approximately 12:50 p.m.