

**CareerSource Pinellas  
Compensation Committee Minutes**

**Date:** February 4, 2021 – 11:00 am

**Location:** \*Virtual Zoom Meeting

**Call to Order**

Chair Candida Duff called the meeting to order at 11:01 a.m. There was a quorum with the following members participating.

**Committee Members in attendance**

Candida Duff, Beverly Frank, Jack Geller, Barclay Harless, Michael Logal, Michele Matthews, Debbie Passerini, Amy Van Ness

**Committee Members absent**

Kay McKenzie

**Staff Present**

Jennifer Brackney, Jaclyn Reilly, and Julia Bergen

**Special Guest**

Stephanie Marchman

**Action Item 1 – Approval of Minutes**

The minutes from the August 5, 2020 Compensation Committee meeting were presented for approval.

Motion:	Jack Geller
Second:	Michael Logal

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

**Action Item 2 – Telework Policy**

CareerSource Pinellas had to quickly pivot last March and transition to telework & remote work. Approximately 40% of CSPIN's workforce is doing telework or working remotely. CSPIN would like to formalize the telework and remote policy. CSPIN's general counsel, Stephanie Marchman, has reviewed this policy to ensure it aligns with the employee handbook and best practices.

**Recommendation**

Approval of the Telework and Remote Work Policy as presented.

**Discussion:** Barclay Harless inquired if there are any IT and Cybersecurity safeguards in place for those working remotely to prevent hacking which could compromise the data within the organization. Jennifer responded that all remote work is included under the Cybersecurity umbrella. Lastly, Beverly inquired about Section 6f and proposed adding a statement that CSPIN employees will not be reimbursed for costs of working remotely.

Motion:	Jack Geller
Second:	Michael Logal

*The Compensation Committee made a motion to approve the CareerSource Pinellas Telework Policy as presented. The motion carried unanimously.*

**Action Item 3 – Job Family Title Changes**

We are requesting a change to two (2) job titles to make them more general, as well as more representative of the job duties for each position. The first proposed job title change is to rename Business Account Executive to Business Services Representative as this gives a more accurate

description of the job duties. The second proposed job title change is HR Business Partner to Partner. This will offer a more general title, enable career succession, and encourage career growth amongst the employees.

**Recommendation**

Approval of the CareerSource Pinellas Job Family Title Changes.

Discussion: No further discussion.

Motion:	Jack Geller
Second:	Michael Logal

*The Compensation Committee made a motion to approve the CareerSource Pinellas Job Family Title Changes. The motion carried unanimously.*

**Information Item 1 – Compensation Summary Report**

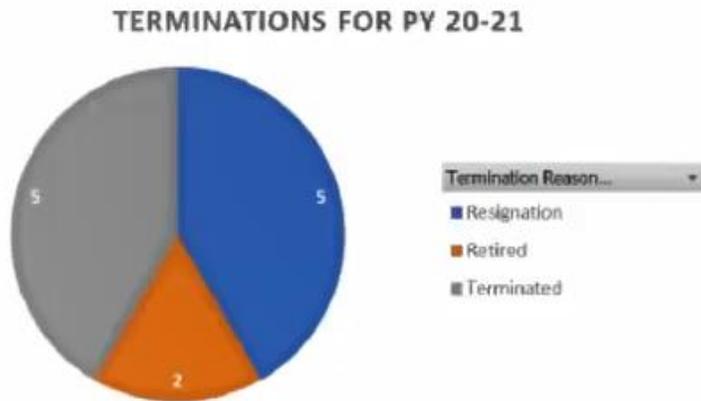
Exhibit H depicts the Job Titles with the Salary Structures. The Business Account Executive will become the Business Services Representative and the HR Business Partner will become the Partner. This will enable a career succession path to move employees up from a Lead to Coordinator to Supervisor to Partner to Director.

**Exhibit H**

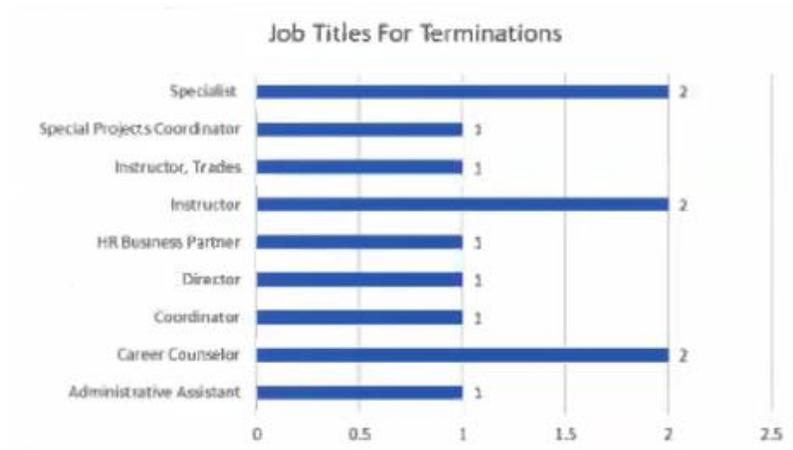
Job Family Titles						
Job Title Family	Grade Level	Min Salary	Mid Salary	Max Salary	Grade	Exemption
<b>Technicians - Program, Placement</b>	102	\$33,580	\$38,640	\$43,700		
<b>Instructor - Remedial, Skills, Workshops</b>	103	\$36,500	\$42,000	\$47,500	100s	Non-Exempt
<b>Specialist - Placement, Program, Resource, Finance</b>	103	\$36,500	\$42,000	\$47,500	200s	Exempt
<b>Career Counselor</b>	104	\$39,420	\$45,360	\$51,300		
<b>Instructor, Trades Assistant</b>	104	\$39,420	\$45,360	\$51,300		
<b>Disability Navigator</b>	104	\$39,420	\$45,360	\$51,300		
<b>Business Account Executive</b>	105	\$42,574	\$48,989	\$55,404		
<b>Lead - Career Counselor, MIS, Business Services, Instructor Trades, Finance, Marketing</b>	105	\$42,574	\$48,989	\$55,404		
<b>Instructor, Trades</b>	104	\$42,574	\$48,989	\$55,404		
<b>Coordinator, Admin, Finance, Program, Projects</b>	206	\$45,979	\$52,908	\$59,836		
<b>Supervisor - Program, Project</b>	208	\$53,630	\$64,356	\$75,083		
<b>HR Business Partner</b>	210	\$62,555	\$75,065	\$87,576		
<b>Director - Projects, Programs</b>	214	\$82,943	\$103,841	\$124,741		
<b>CFO</b>	219	\$121,870	\$158,431	\$194,992		
<b>CEO</b>	221	\$142,149	\$184,794	\$227,438		

## Information Item 2 – Compensation Summary Report

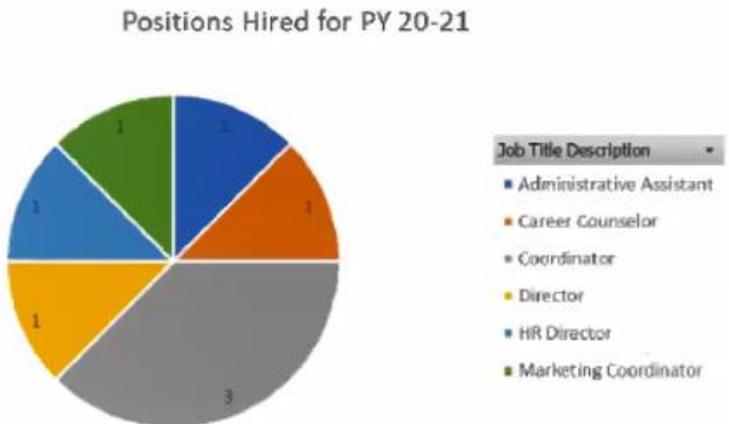
The first page of the report shows the employees who left CareerSource Pinellas within the last program year. Five employees resigned, two employees retired, and the remaining employees were terminated.



Below is the breakdown of the positions affected by these departures. The departures are not concentrated in one area of the business.



Alternatively, we had eight new hires this past program year. Below is a grid highlighting the positions filled.



Jack Geller asked if exit interviews are being conducted for departing employees. Jaclyn Reilly said exit interviews are being conducted and the ones that she can speak about resigned to accept other job opportunities.

Jack Geller also asked about the overall morale of the employees. Jaclyn Reilly had the opportunity to meet with the employees at the Gulf to Bay location last week and said that the morale among the employees is good. Additionally, we recently brought in a Director of Talent & Business Development who has also visited each location to meet with each employee individually.

We currently have 51 employees at CareerSource Pinellas. There are two employees at the maximum salary. One is a Coordinator due to the experience gained while employed at another workforce development board and the other is a Lead who reached the maximum salary due to tenure with the organization.

The table below shows the breakdown of salary by Job Family. This is a requirement by the DEO to make this available to the Board and public on the website.

Job Family Titles										
Job Title Family	Grade Level	No of Employees at min salary	No of Employees at mid-point	No of Employees at max salary	Min Salary	Mid Salary	Max Salary	Actual Salary - Single Position	Annual Benefit Stipend	401(k) Retirement Plan
Technicians	102	2	3		\$33,580	\$38,640	\$43,700		\$13,080.00	5% of base pay
Instructor	103				\$36,500	\$42,000	\$47,500		\$13,080.00	5% of base pay
Specialist	103	11	1		\$36,500	\$42,000	\$47,500		\$13,080.00	5% of base pay
Career Counselor	104	9	2		\$39,420	\$45,360	\$51,300		\$13,080.00	5% of base pay
Disability Navigator	104		1		\$39,420	\$45,360	\$51,300	\$51,224.58	\$13,080.00	5% of base pay
Instructor, Trades	105				\$42,574	\$48,989	\$55,404		\$13,080.00	5% of base pay
Business Account Executive	105		1		\$42,574	\$48,989	\$55,404	\$50,887.41	\$13,080.00	5% of base pay
Lead	105	2	2	1	\$42,574	\$48,989	\$55,404		\$13,080.00	5% of base pay
Coordinator	206		6	1	\$45,979	\$52,908	\$59,836		\$13,080.00	5% of base pay
Supervisor	208	2			\$53,630	\$64,356	\$75,083		\$13,080.00	5% of base pay
HR Business Partner	210				\$62,555	\$75,065	\$87,576		\$13,080.00	5% of base pay
Director	214	5			\$82,943	\$103,841	\$124,741		\$13,080.00	5% of base pay
CFO	219	1			\$121,870	\$158,431	\$194,992	\$131,250.34	\$13,080.00	5% of base pay
CEO	221		1		\$142,149	\$184,794	\$227,438	\$188,475.30	\$13,080.00	5% of base pay
Total Staff		32	17	2						
Percentage		62.75	33.33	3.92						

\* Information as of January 15, 2020

Grade	Exemption
100s	Non-Exempt
200s	Exempt

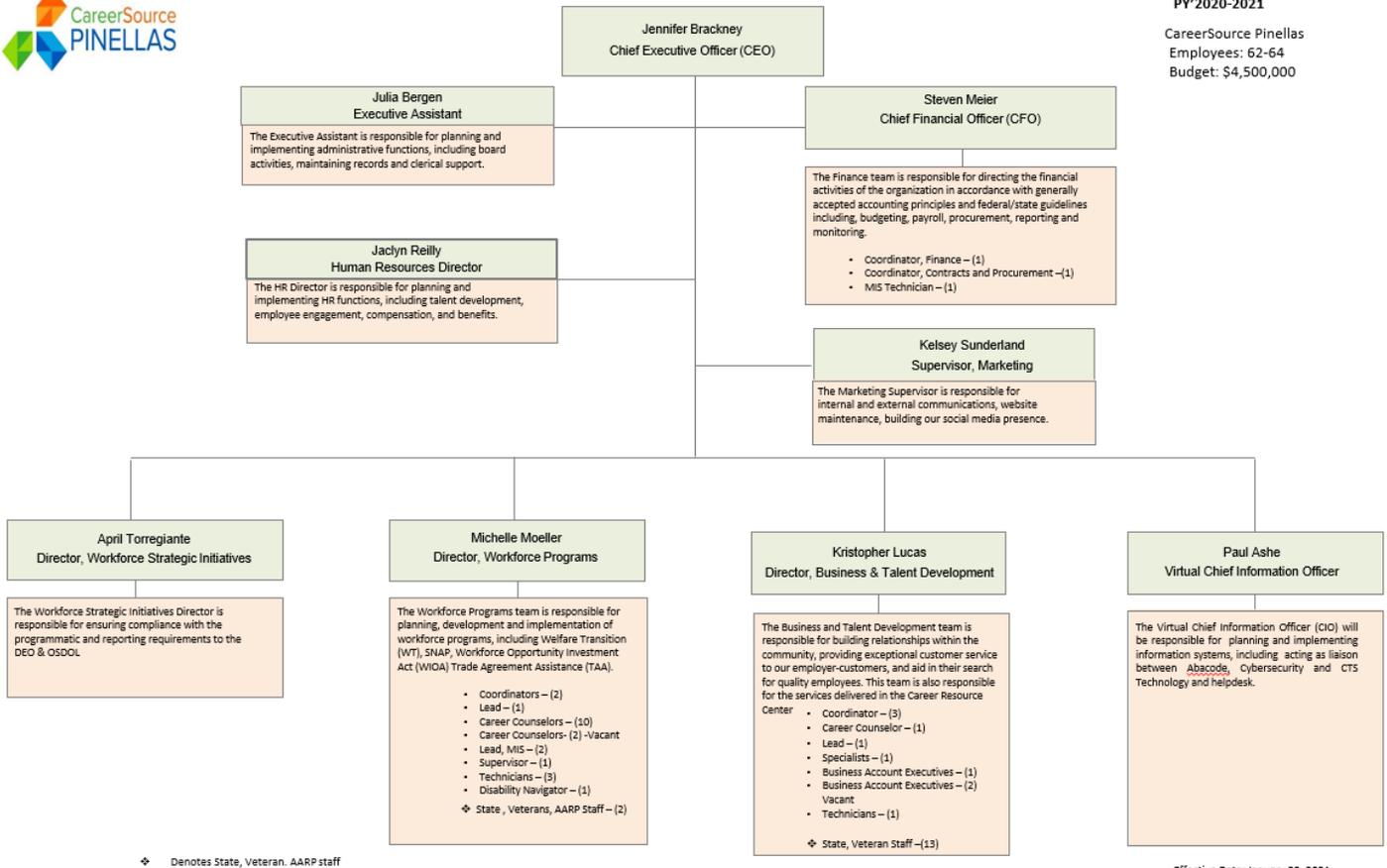
### Information Item 3 – Organizational Chart

As part of our Compliance Review, below is the updated organizational chart. Our most recent additions include Julia Bergen, Executive Assistant. She is responsible for the Board administration activities. Kelsey Sunderland, Marketing Supervisor, is responsible for all internal and external communications, website maintenance, and social media. Lastly, Kristopher Lucas, Director of Business & Talent Development leads a team which is responsible for building relationships within the community, providing exceptional customer service to our employer-customers, and aiding with their search for quality employees. This team is also responsible for the services delivered in the Career Resource Center. This role combines the Business Services and the Career Resource Center under one Director.

Below is the updated Organizational Chart as of January 22, 2021:



**PY'2020-2021**  
 CareerSource Pinellas  
 Employees: 62-64  
 Budget: \$4,500,000



Effective Date: January 22, 2021

**Other Administrative Matters: None**

**No Public or Committee Member Comment**

**Adjournment:** The meeting was adjourned at 11:27 am.