

**CareerSource Pinellas
Board of Directors Minutes**

Date: Wednesday, May 19, 2021 at 11:45 am.
Location: *Virtual Zoom

Call to Order

Board Chair-Elect, Michael Logal, called the meeting to order at 11:47 a.m. and welcomed all participants. There was a quorum present with the following board members.

Board Members in Attendance

Amy Van Ness	Jody Armstrong
Andrea Cianek	Kenneth Williams
Beverly Frank	Kevin Knutson
Candida Duff	Manmohan Bhuller
Celeste Fernandez	Mark Hunt
Chris Owens	Michael Jalazo
David Fetkenher	Michael Logal
Debbie Passerini	Russell Leggette
Dr. Rebecca Sarlo	Sheryl Nadler
Jack Geller	Zachary White

Board Members Absent

Barclay Harless	John Howell
Commissioner René Flowers	Lisa Cane
Glenn Willocks	Michele Mathews
Ivonne Alvarez	Patty Sawyer
Michael Ramsey	

Board Counsel

Heather Ramos

Others in Attendance

Belinthia Berry

Staff in Attendance

Jennifer Brackney, Steven Meier, Michelle Moeller, April Torregiante, Jaclyn Reilly, Kristopher Lucas.

Welcome & Introductions

Board Chair-Elect, Michael Logal, welcomed everyone to the Board of Directors meeting. Michael took a moment to thank our newest board members, Kevin Knutson and Lisa Cane.

CEO Report

The following information was provided to the Board of Directors in an email following the meeting as part of the CEO report.

Legislative Update: CS/SB 98

[CS/SB 98](#), the Workforce Related Program Services bill, was passed by the Florida Senate. The final version of the Senate bill is essentially the same as the version that passed in the House last month. This bill is expected to be presented to the Governor for signature. Once presented, Governor DeSantis will have 15 days to sign the bill into law. This bill makes some significant changes to workforce development at the state and local levels, which we will discuss in more detail at our next meeting. While there are many facets to this legislation, the bill is focused on transparency and accountability and would result in the following:

- Creation of an Office of Reimagining Education and Career Help (REACH)

- Creation of the Labor Estimating Conference, Credentials Review Committee, Master Credentials List, and Florida Talent Development Council
- Revision of provisions related to a workforce opportunity portal, state board composition, workforce development metrics, and a federal waiver
- Establishment of a Money-back Guarantee Program for training
- Provisions for an Open Door and Pre-Apprenticeship/Apprenticeship Program
- Creation of term limits for members of the local workforce boards

We appreciate the commitment shown by Speaker Sprowls and Senate President Simpson to improving Florida's workforce system. Florida's job seekers deserve the best in education and employment opportunities so that they may gain long-term self-sufficiency. Once enacted, we will work with DEO and CareerSource Florida in the implementation of this legislation over the next year.

Other Legislative Items

The USDOL Compliance Review is still in progress. We have worked diligently to supply information and documentation to provide resolution. At this point, DEO and USDOL are working together to finalize the report. We will let you know when we know more.

On May 13, the House Education and Labor Subcommittee on Higher Education and Workforce Development held the first of a series of hearings that have been planned related to the reauthorization of the Workforce Innovation and Opportunity Act (WIOA), last updated in 2014. This is a bipartisan subcommittee that seems to be focused on the positive benefits of work-based learning programs and enhanced opportunities to partner with educational systems.

Local Initiatives

On the local level, I am very proud of our ability to build strong partnerships with businesses and with community partners. Most recently, we have been working closely with the City of St. Petersburg, Cohort of Champions, Pinellas County Schools, Pinellas Education Foundation, Saint Petersburg College, and others to provided focused training and work-based learning for youth. We have been so impressed with the level of commitment, the time and the support that these organizations have provided, and their willingness to leverage resources for the good of our community.

Because the lines between partners and board members can sometimes be blurry, the conditions of Sunshine Law may get confusing. Stephanie Marchman, General Counsel for CareerSource Pinellas, will be joining our meeting in July to provide an overview and reminder about how Sunshine Law works and answer any questions you may have.

Internal Items

On another note, as it looks like the job search waiver associated with reemployment assistance will end this month, we expect an uptick in community members requesting our services. To meet this demand, we are focusing on readying our Career Resource Centers, including making technology upgrades, putting on a fresh coat of paint, implementing extra cleaning protocols, and purchasing needed office equipment items (like desk chairs) for our team members.

Last but not least, we continue to focus on our teams and on our organizational culture. As you know, our organization has faced many daunting challenges over the past year. There have been some staffing changes which we discussed during the meeting. I continue to be impressed with the ability of our team members to come together to provide services to the business and job seeker community.

In addition to the legislative efforts, the USDOL has developed board governance training. Three separate trainings will be delivered in May and June, each directed at a specific audience - chief elected officials, board

members and local workforce board administrative staff. We look forward to continuing to work with you to build a stronger workforce for Pinellas County, and Florida as a whole.

Action Item 1 – Approval of the Minutes – 3.17.21 Board of Directors

The minutes of the March 17, 2021 Board of Directors meeting were presented for approval.

Motion:	Jack Geller
Second:	Jody Armstrong

The minutes were approved as presented. This motion carried unanimously. There was no further discussion.

Action Item 2 – PY’2021-2022 Board of Directors Reappointment Recommendations

The Board members listed below have terms which are expiring on 6/30/2021. If re-appointed, they will serve an additional two-year term period, effective July 1, 2021 through June 30, 2023.

Representation	Name	Term Ends	Reappoint?
Business	Ivonne Alvarez	6/30/2021	Yes
Business	Manmohan Bhuller	6/30/2021	NO
Business	Candida Duff	6/30/2021	Yes
Business	Jack Geller	6/30/2021	Yes
Business	Barclay Harless	6/30/2021	Yes
GRVRD	John Howell	6/30/2021	Yes
Workforce	Michael Jalazo	6/30/2021	Yes
Workforce-Job Corps	Samuel Kolapo	6/30/2021	NO
Business	Michael Logal	6/30/2021	Yes
GRED	Mike Meidel	6/30/2021	NO
Business	Sheryl Nadler	6/30/2021	Yes
Business	Debbie Passerini	6/30/2021	Yes
OS Partner - ETPC	Michael Ramsey	6/30/2021	NO
OSY	Pattye Sawyer	6/30/2021	Yes
Workforce	Zachary White	6/30/2021	Yes

The board members whose term will expire on June 30, 2021 were contacted to determine whether he/she intends to seek reappointment. All members, except for four individuals, are being presented for reappointment.

Recommendation

Approval of those directors whose term will expire on June 30, 2021 to be reappointed for an additional two-year term period, effective July 1, 2021 through June 30, 2023.

Upon approval from the Board of Directors, this recommendation will be forwarded to the appointing authority, the Pinellas County Board of County Commissioners.

Discussion: Michael Jalazo asked if any board members appearing on the list are required to abstain from voting. Board Counsel, Heather Ramos, confirmed that abstaining from the vote is not required.

Motion:	Jody Armstrong
Second:	Celeste Fernandez

The Board of Directors approved those directors whose term will expire on June 30, 2021 to be reappointed for an additional two-year term period, effective July 1, 2021 through June 30, 2023 and to be forwarded to the appointing authority, the Pinellas County Board of County Commissioners. The motion carried unanimously. There was no further discussion.

Action Item 3 – PY’2021-2022 Board Officer Recommendations

WorkNet Pinellas, Inc., dba CareerSource Pinellas, Bylaws, Article V, Sections 1 and 3 states:

SECTION 1 – Election of Officers

The Chair, Chair-Elect, Treasurer, and Secretary of the CareerSource Pinellas Board shall be elected as follows:

- A. The slate of Officers shall be recommended to the CareerSource Pinellas Board of Directors by the Ad-Hoc Nominating Committee and selected based upon a majority vote of the quorum present at the annual meeting at which the slate is presented.
- B. The annual meeting at which the slate of Officers shall be elected shall take place in June or on a date as otherwise set by the Board, and the Officers shall take office in July.
- C. The CareerSource Pinellas Chair, Chair-Elect, and Treasurer shall be selected from among the representatives of the private sector Board members.

SECTION 3 – Terms of Office

The term of office for the Chair, Chair-Elect, Secretary, and Treasurer of CareerSource Pinellas shall be for one (1) year, from July 1 through June 30.

CareerSource Pinellas Officers may serve two consecutive terms of one year each in the same office, if re-elected, provided that the time in office does not exceed the limits of their term of membership on the Board. After two consecutive terms, the Officer shall then step down from their position for a minimum of one year, although they may continue to serve as CareerSource Pinellas Board members, or in other offices.

The Vice Chair is not subject to the Officer term limits specified herein.

Officers	2020 – 2021 Board Officers	2021 – 2022 Nominees
Chair	Barclay Harless	Barclay Harless
Chair-Elect	Michael Logal	Michael Logal
Treasurer	Rebecca Sarlo	Rebecca Sarlo
Secretary	Sheryl Nadler	Sheryl Nadler

**indicates the officer has served 2 consecutive terms in the same office.*

Recommendation

Approval of the 2021-2022 Board Officer nominees.

Discussion: None

Motion:	Mark Hunt
Second:	Debbie Passerini

The Board of Directors approved the 2021-2022 Board Officer nominees. The motion carried unanimously. There was no further discussion.

Action Item 4 – Vendor Selection Audit and Tax Services

The Board approved the issuance of a Request for Proposal (RFP) for a qualified provider of Audit and Tax Services for the audit of the June 30, 2021 financial statements and December 31, 2020 401(k). Per DEO’s Audit and Audit Resolution Responsibilities, CareerSource Pinellas “must limit auditor retention to no more than five years.”

CareerSource Pinellas followed standard procurement processes and solicited proposals from qualified and experienced entities to provide the above-described services. Each proposal was evaluated by the CareerSource Pinellas review team.

Results of review:

Proposer	Overall Score
Thomas Howell Ferguson P.A.	91
Grau & Associates	91
Anthony Brunson P.A.	82
Mauldin & Jenkins, LLC	79
MSL CPAs & Advisors	78
Warren Averett CPAs and Advisors	77
*James Moore CPAs	-

Based on overall score, knowledge of the programs that CareerSource Pinellas offers, size of their firm, prior outsourced compliance monitors for DEO and dedicated resources for performing audits of organizations receiving Federal funds, we recommend contracting with Thomas Howell Ferguson P.A.

Recommendation

Approval to enter into contract negotiations and award a contract for the provision of Audit and Tax Services with Thomas Howell Ferguson P.A. for the audit of the June 30, 2021, financial statements, and December 31, 2020 401(k) for a one-year term with up to four, one-year renewals. The annual contract amount in any one year will not exceed \$35,500 for the audit of the year-end financial statements, preparation of Form 990, and annual audit of the 401(k) plan.

Discussion: Jack Geller asked why Thomas Howell Ferguson was chosen over Grau & Associates and what the difference was between the two. Jennifer Brackney stated that the proposers received the same score but decided to move forward with the larger organization to ensure adherence with the audit timeline. The current firm, Powell and Jones, is a smaller operation and was closed for a time during COVID, which delayed the audit timeline. The hope is that this would not occur with a larger firm.

Motion:	Mark Hunt
Second:	Beverly Frank

The Board of Directors approved contract negotiations and award for the provision of Audit and Tax Services with Thomas Howell Ferguson P.A. for the audit of the June 30, 2021, financial statements, and December 31, 2020 401(k) for a one-year term with up to four, one-year renewals. The annual contract amount in any one year will not exceed \$35,500 for the audit of the year-end financial statements, preparation of Form 990, and annual audit of the 401(k) plan. The motion carried unanimously. There was no further discussion.

Action Item 5 – Annual 401(k) Plan Audit

WorkNet Pinellas, Inc. 401(k) Plan is required to have an annual audit by an Independent CPA firm.

Subsequent to successful contract negotiations with Thomas Howell Ferguson P.A., Thomas Howell Ferguson P.A. will audit the financial statements of WorkNet Pinellas, Inc. 401(k) Plan, which are comprised of the statement of net assets available for benefits as of December 31, 2020, the statement of changes in net assets available for benefits for the year then ended, and the related notes and report on the supplemental schedules for the year ended December 31, 2020.

For calendar year 2020, a limited scope audit, as permitted by USDOL regulations, will not exceed \$7,500.

The annual audit is to be completed and filed along with the Form 5500 by October 15, 2021.

Recommendation

Approval to commence with a limited scope audit and approval for the annual 401(k) Plan audit by Thomas Howell Ferguson P.A.

Discussion: None

Motion:	Jack Geller
Second:	David Fetkenher

The Board of Directors approved to commence with a limited scope audit and approval for the annual 401(k) Plan audit by Thomas Howell Ferguson P.A. The motion carried unanimously. There was no further discussion.

Action Item 6 – Vendor Selection - ERISS-SARA Contract

SARA is an innovative, customer engagement, case management support system built with artificial intelligence and coded to support the program requirements and service delivery for the Welfare Transition (WTP) and the Workforce Innovation Opportunity Act (WIOA) programs for both youth and adults. The SARA application, launched in the spring of 2016, is viewed as a personal assistant for the outreach case management within these programs.

The application provides customers and team members with instant communication through texting or emailing, sends customer reminders, and supports appointment setting. Participants may also submit their documentation or other program requirements directly through SARA. SARA is also integrated with and updates the Employ Florida (EF) and OSST MIS systems.

ERISS-SARA is the only digital platform built specifically for virtual case management and smart, interactive communications for all workforce development programs, regardless of agency or funding source, and has the ability to interface with EF. Procurement of ERISS-SARA is deemed to be a sole-source purchase in accordance with the CareerSource Pinellas Procurement Policy.

SARA is currently used by CareerSource Northeast Florida and CareerSource Heartland, along with the Veterans Administration, Department of Vocational Rehabilitation.

Vendor Contract Cost

SARA Application and New User Agreement
Total Quoted Cost: \$55,500

Supports: WTP, WIOA, and WIOA Youth Programs for 21 staff users, including customer and technical support, and unlimited administrator users at no extra cost.

Recommendation

Approval to enter into contract negotiations and award of a contract for the provision of ERISS for the SARA Application and User Agreement for PY'2021-2022 for a one-year term with up to three, one-year renewals.

Discussion: None

Motion:	Jack Geller
Second:	David Fetkenher

The Board of Directors approved to enter into contract negotiations and award of a contract for the provision of ERISS for the SARA Application and User Agreement for PY'2021-2022 for a one-year term with up to three, one-year renewals. The motion carried unanimously. There was no further discussion.

Action Item 7 – Contract Extension - Fractional Virtual Chief Information Officer

The Board approved the hiring of a virtual Chief Information Officer (vCIO) to act as the central point of contact for information technology services at the July 15, 2020 Board meeting. Securance, LLC was hired effective July 30, 2020 for a period of one year unless terminated or extended, by mutual written agreement by both parties. The contract amount was \$81,200. CareerSource Pinellas has expended \$67,200 through March 31, 2021. Securance, LLC has been instrumental in developing a strategic technology infrastructure plan, migrating software platforms, and upgrading workstations. We would like to continue to work with Securance to ensure the migration to the Cloud, procurement of technology services, installation of new network switches, and the implementation of other strategic initiatives, as needed.

Recommendation

Approval to extend the contract for Securance LLC, through June 30, 2022, for an amount not to exceed \$80,000.

Discussion: None

Motion:	Jack Geller
Second:	Mark Hunt

The Board of Directors approved to extend the contract for Securance LLC, through June 30, 2022, for an amount not to exceed \$80,000. The motion carried unanimously. There was no further discussion.

Action Item 8 – Contract Amendment and Extension - St. Petersburg College Virtual Workshops

The CareerSource Pinellas (CSP) business model historically offered services through open resource centers, group workshops, and career counseling sessions where individuals met in person and in large groups. As we adjusted to social distancing requirements to ensure the safety of team members and customers, many of these services transitioned to remote and digital platforms. To meet those needs, St. Petersburg College was awarded a contract through an emergency procurement process. Subsequently, St. Petersburg College was awarded a one-year contract to offer virtual workshops through a competitive RFP process. The current contract expires on June 30, 2021. CareerSource Pinellas would like to continue this partnership and amend the original contract to allow up to three, additional one-year periods based upon funding and performance, not to exceed \$100,000 per year. This contract term period is consistent with other competitively procured contracts.

Recommendation

Approval to amend the current contract with St. Petersburg College to allow up to three, additional one-year periods, not to exceed \$100,000 per year, for the provision of virtual workshops.

Motion:	Celeste Fernandez
Second:	Jody Armstrong

The Board of Directors approved to amend the current contract with St. Petersburg College to allow up to three, additional one-year periods, not to exceed \$100,000 per year, for the provision of virtual workshops. The motion carried unanimously. There was no further discussion.

Action Item 9 – Related Party Contracts for PY’2021-2022

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of FL Statute Section 445.007 prior to contracting with a board member, with an organization represented by its own board member, or with any entity where a board member has any relationship with the contracting vendor. This section mandates that all LWDBs entering into a contract with an organization or individual represented on the Board, must meet the following requirements:

- a) Approve the contract by a two-thirds (2/3rd) vote of the Board when a quorum has been established.
- b) Board members who could benefit financially from the transaction or who have any relationship with the contracting vendor must disclose any such conflicts prior to the board vote on the contract.

- c) Board members who could benefit financially from the transaction or board members who have any relationship with the contracting vendor must abstain from voting on the contracts; and
- d) Such contracts must be submitted to the Florida Department of Economic Opportunity and CareerSource Florida for review.

CareerSource Pinellas offers several programs to assist in training and maintaining a highly skilled workforce. These programs include:

- **On the Job Training program (OJT)** assists companies find, interview, and hire the right people for their job vacancies. The OJT program provides a unique opportunity for employers to train the new employee to their processes and standards. The skills learned are directly relevant to the work the employee will perform. Employers who hire new, full-time workers under OJT receive reimbursement of 50% of the candidate's hourly wage or salary for up to 12-weeks of employment if the individual meets certain eligibility criteria.
- **Paid Work Experience (PWE)** is a CareerSource Pinellas program that works with local employers to place individuals who are just entering the workforce or others who are re-entering the job market into a position at their company. After placing them at the company, CareerSource Pinellas employs and pays them for up to 12 weeks. CareerSource Pinellas also covers all unemployment taxes and workers comp during this "trial" period.
- **Incumbent Worker Training (IWT)** program is designed to increase the current skills of employers' existing staff with training grants (each year for each company that submits a successful application). IWT is a great way for employers to invest in the professional development of their employees and provide them the opportunity to acquire industry recognized certifications that can be instrumental in moving the business forward. The employer chooses the training program and instructor, and CareerSource Pinellas helps with the cost of training. This program is designed to promote business retention while contributing to the overall economic growth in the area.
- **Leases** with various institutions and organizations are necessary to cost effectively deliver services within the community.
- **Individual Training Accounts (ITAs)** are provided to program-specific eligible individuals to receive funding for educational programs for the institution selected. CareerSource Pinellas identifies and maintains a list of qualified training institutions which provide occupational training in skill areas of sustained labor market demand or growth.
- **Contracts** with various institutions and organizations are necessary to cost effectively deliver services within the community.

A listing of related party contracts requiring two-third board approval is below.

Action Item	Company	Board Member	OJT/PWE (not to exceed)	IWT (not to exceed)	Leases (not to exceed)	ITA (not to exceed)	Contracts (not to exceed)
A	Ultimate Medical Academy	Rebecca Sarlo				\$250K	
B	St. Petersburg College	Michael Ramsey			\$160K	\$700K	\$125K
C	Pinellas County Schools	Mark Hunt			\$130K	\$300K	
D	Florida Pipe Trades	Russell Leggette				\$50K	
E	Pinellas Ex-Offender Re-Entry Coalition	Michael Jalazo					\$50K
F	AppleOne	Michael Logal					\$300k

Note: For the record, Board Members listed must verbally abstain from the vote related to their respective organization.

Recommendation

Approval of the PY'2021-2022 related party contracts by a two-thirds (2/3rd) vote.

Discussion: None

1. Ultimate Medical Academy

Dr. Rebecca Sarlo declared a conflict of interest and abstained from the vote.

A two-third board approval was requested for the following contract:

- Up to \$250K for Individual Training Accounts (ITAs)

Motion: David Fetkenher

Second: Jody Armstrong

The Board of Directors approved the Related Party Contract with Ultimate Medical Academy. The motion carried unanimously.

2. St. Petersburg College

Belinthia Berry (representing SPC) declared a conflict of interest and abstained from the vote.

A two-third board approval was requested for the following contracts:

- Up to \$700K for Individual Training Accounts (ITAs)
- Up to \$160K for Leases
- Up to \$125K for contracts

Motion: Jody Armstrong

Second: Mark Hunt

The Board of Directors approved the Related Party Contracts with St. Petersburg College. The motion carried unanimously.

3. Pinellas County Schools

Mark Hunt declared a conflict of interest and abstained from the vote.

A two-third board approval was requested for the following contracts:

- Up to \$300K for Individual Training Accounts (ITAs)
- Up to \$130K for Leases

Motion: David Fetkenher

Second: Jody Armstrong

The Board of Directors approved the Related Party Contracts with Pinellas County Schools. The motion carried unanimously.

4. Florida Pipe Trades

Russell Leggette declared a conflict of interest and abstained from the vote.

A two-third board approval was requested for the following contract:

- Up to \$50K for Individual Training Accounts (ITAs)

Motion: Mark Hunt

Second: David Fetkenher

The Board of Directors approved the Related Party Contract with Florida Pipe Trades. The motion carried unanimously.

5. Pinellas Ex-Offender Re-Entry Coalition

Michael Jalazo declared a conflict of interest and abstained from the vote.

A two-third board approval was requested for the following contract:

- Up to \$50K for Contracts

Motion: Mark Hunt

Second: Jody Armstrong

The Board of Directors approved the Related Party Contract with Pinellas Ex-Offender Re-Entry Coalition. The motion carried unanimously.

6. AppleOne

Michael Logal declared a conflict of interest and abstained from the vote. A two-third board approval was requested for the following contract:

- Up to \$300K for Contracts

Motion: Mark Hunt

Second: David Fetkenher

Action Item 10 – Program Year 2021-2022 Planning Budget

CareerSource Pinellas has received planning allocations from the State of Florida's Department of Economic Opportunity. Funding as compared to the prior year is as follows:

	2021-2022	2020-2021	Variance	Percentage
WIOA Adult	\$ 1,451,045	\$ 1,154,776	\$ 296,269	25.7%
WIOA Youth	1,180,590	901,274	279,316	31.0%
WIOA Dislocated Worker	1,216,030	1,340,287	(124,257)	(9.3)%
WIOA Formula Allocations	\$ 3,847,665	\$ 3,396,337	\$ 451,328	13.3%
Wagner-Peyser Act	\$ 1,259,815	\$ 1,272,522	\$ (12,707)	(1.0)%
TANF (Welfare Transition)	\$ 2,153,714	\$ 2,237,347	\$ (83,633)	(3.7)%

The budgeted revenue has decreased from the budget of \$9,681,044 in 2020-2021 to a projected budget of \$9,220,310, an overall decrease of \$460,734 or 4.8%.

Most of the revenue/expenditure reductions are related to lower SNAP funding, lower Welfare Transition funding, and the removal of the Pinellas CARES grant in this year's budget. In February 2020, the unemployment rate was hovering around 2 percent. The current health crisis, as expected, drove the local unemployment rate to exceed the highest levels recorded in recent history. Both the health crisis and reduction of funding have impacted and will continue to impact CareerSource Pinellas services and staffing as we move forward.

CareerSource Pinellas was required to quickly pivot to ensure services were offered in a manner that met the needs of our customers. This pivot required an adjustment from the previous business model. The previous business model offered a low digital presence through open resource centers, group workshops, and career counseling meetings where individuals met in person and in large groups. As we adjusted to social distancing requirements to ensure the safety of team members and customers, many of these services transitioned to a digital platform which we are currently practicing today.

Over the last year, CareerSource Pinellas has made great strides in a digital transformation through the implementation of telework, email/telephone, and virtual platform options.

Case Management: Although most staff in career centers are working in the office, case management has successfully transitioned to remote and virtual platforms shifting in-person meetings to a face-to-face via Zoom, Teams, etc., as the organization continues to limit the number of customers in the career centers at any one time.

Workshops: Workshops successfully transitioned to a virtual platform through a partnership with SPC. These workshops are customized by SPC instructors offering an interactive opportunity for learning and discussion.

To meet the demands of these new realities, CareerSource Pinellas must continue to embrace the digital transformation, search for innovative targeted service delivery systems, and explore new partnership opportunities.

Attachments:

1. FY'22 Budgeted Revenues
2. FY'22 Budget Preparation – Revenue Variances from Prior Year
3. FY'22 CareerSource Pinellas Planning Budget
4. FY'22 Expenditure Report

Recommendation

Approval of the planning budget effective July 1, 2021, and subsequently provide to the Pinellas Board of County Commissioners for their approval. Final submission will be provided to the Florida DEO and CareerSource Florida.

Discussion: None

Motion:	Jack Geller
Second:	David Fetkenher

The Board of Directors approved the planning budget effective July 1, 2021, and subsequently provide to the Pinellas Board of County Commissioners for their approval. Final submission will be provided to the Florida DEO and CareerSource Florida. The motion carried unanimously. There was no further discussion.

Action Item 11 – RFP Issuance - EDMS, IT & Website Services

CareerSource Pinellas currently contracts with Complete Technology Solutions to provide most IT-related services. The contract provides a bundle of IT-related services including help desk, information technology, infrastructure management, network management, Electronic Document Management System (EDMS), and website. The Board approved the issuance of an RFP on January 15, 2020; however, with the hiring of a virtual Chief Information Officer, this was put on hold. It is recommended that CareerSource Pinellas move forward with a process to “unbundle” IT services as a result of a more secure IT environment. Consequently, staff would like to issue a Request for Proposal for the provisions of its Information Technology needs across all offices, career centers, and satellite sites.

Services to be included in the request for proposal include the following:

- I. **EDMS:** Manage a multi-faceted EDMS system to include electronic document management, online programs, e-courses, and online scheduler. Provide development of new functionality or modules within the application as needed.
- II. **Information Technology Services:** Management of help desk, information technology, infrastructure management, network management, and strategic IT management.
- III. **Website Services:** Develop, maintain, and manage website services.

Recommendation

Approval of the issuance of a Request for Proposal for the provision of EDMS, Information Technology services and Website services.

Discussion: None

Motion:	David Fetkenher
Second:	Sheryl Nadler

The Board of Directors approved the issuance of a Request for Proposal for the provision of EDMS, Information Technology services and Website services. The motion carried unanimously. There was no further discussion.

Action Item 12 – Policy Approval - WIOA Administrative Policy 109, Supportive Services and Needs-Related Payments with Local Operating Procedures

The Florida Department of Economic Opportunity (DEO) has instituted a new process related to Local Operating Procedures (LOPs) that coincides with the release of new administrative policies. The goal of this new process is to ensure DEO is providing the oversight and support needed for Local Workforce Development Boards (LWDBs) to administer and operate workforce programs in a manner that meets federal and state requirements. The process creates a timeline for introducing new and revising current administrative policies issued by DEO.

The WIOA Administrative Policy 109 is the first policy to be presented to the Local Workforce Development Board (LWDB) following this new process, with more to follow.

Based on the release of WIOA Administrative Policy 109, this Administrative Policy with LOPs includes all the DEO administrative policy requirements.

Highlighted Changes:

- Issuing all participant services, including transportation in the exact amount by utilizing reloadable debit cards
- Outlining the need of supportive services in the participant's Individual Employment Plan (IEP) at the point of program enrollment
- Utilizing the ability to issue supportive services as a reimbursement
- Issuing supportive services directly to a vendor, when possible

Recommendation

Approval of WIOA Administrative Policy 109 - Supportive Service and Needs-Related Payments Administrative Policy with Local Operating Procedures (LOPs).

Discussion: Michael Logal asked what impact these changes might have on the organization financially or operationally. Jennifer Brackney does not see an impact on supportive services from this policy update, however, the impact of COVID has affected supportive services expenditures. Most of the students have been attending classes virtually and have not been utilizing the transportation and childcare services. Upon moving to in-person classes, these services are expected to increase.

Motion:	Mark Hunt
Second:	Debbie Passerini

The Board of Directors approved WIOA Administrative Policy 109 - Supportive Service and Needs-Related Payments Administrative Policy with Local Operating Procedures (LOPs). The motion carried unanimously. There was no further discussion.

Action Item 13 – Annual Performance Evaluation

The annual performance process was approved for completion for all staff on a program year basis, from July 1 to June 30. On September 16, 2020, the Board of Directors approved the annual performance evaluation utilizing a five-point scale.

The annual performance review process typically accompanies a merit increase, cost of living increase, and/or a performance evaluation stipend, or, depending on funding, consideration may be given to forgoing an increase. Historically, a performance benefit stipend was awarded to employees based on their performance evaluation. Last program year, a merit increase was instituted for employees from 0% to 5% of the employee's base salary determined by the individual's overall rating on his/her annual performance evaluation. For those employees reaching the pay range maximum based on job title, a one-time performance evaluation stipend was granted from 0% to 5% of the employee's base salary determined by their performance evaluation. There are only two employees at the top of their respective pay grades, as mentioned in the Compensation Summary Information Item.

This year, the recommendation is for those employees who do not reach the maximum of the pay range, an opportunity to decide whether to receive a merit increase or a one-time performance evaluation stipend should be afforded. The handling of performance evaluation review and benefits is brought to the board annually for consideration.

Recommendation

Approval to award an increase for employees upon the completion of the annual performance evaluation in the form of either a merit increase or a one-time performance evaluation stipend, leaving the delivery method up to the individual employee. For those nearing the maximum of the pay range, automatically award a one-time performance evaluation stipend. The range for both the merit increase and one-time performance evaluation

stipend would be from 0% to 5% of the employee's base salary determined by the individual's overall rating on his/her annual performance evaluation for the program year.

Discussion: None

Motion:	Mark Hunt
Second:	Jody Armstrong

The Board of Directors approved the award of an increase for employees upon the completion of the annual performance evaluation in the form of either a merit increase or a one-time performance evaluation stipend, leaving the delivery method up to the individual employee. For those nearing the maximum of the pay range, automatically award a one-time performance evaluation stipend. The range for both the merit increase and one-time performance evaluation stipend would be from 0% to 5% of the employee's base salary determined by the individual's overall rating on his/her annual performance evaluation for the program year. The motion carried unanimously. There was no further discussion.

Action Item 14 – Employee Onboarding Checklist

On November 20, 2019, the Board of Directors approved the Employee Onboarding Checklist due to the request of the Compliance Review by USDOL/DEO.

With recent changes made to our 401(k) providers, benefits enrollment transitioning to a digital process, and Employee Handbook updates regarding eligibility for holiday pay, a revised checklist has been prepared.

The revised, draft Employee Onboarding Checklist is included for your review and consideration.

Recommendation

Approval of the CareerSource Pinellas 2021 Employee Onboarding Checklist.

Discussion: None

Motion:	Celeste Fernandez
Second:	Sheryl Nadler

The Board of Directors approved the CareerSource Pinellas 2021 Employee Onboarding Checklist. The motion carried unanimously. There was no further discussion.

Action Item 15 – MOU/IFA Renewals: CareerSource Pinellas and WIOA Required Partners

The Workforce Innovation and Opportunity Act of 2014 relies heavily on the One-Stop Delivery System to coordinate resources and to prevent duplication and ensure effective and efficient delivery of workforce services in Pinellas County. The Memorandum of Understanding (MOU) establishes joint processes and procedures that enable Partner integration into the One-Stop Delivery System resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development.

The Infrastructure Funding Agreement (IFA) establishes a financial plan, including terms and conditions, to fund the services and operating costs of the One-Stop Delivery System. Both parties to this IFA agree that joint funding is a necessary foundation for an integrated service delivery system.

CareerSource Pinellas has outreached to partners to coordinate the renewal of the MOU/IFA agreements.

Partner Program	Partner Organization	Authorization Category	Contact Information	Co-located	Status
AARP Foundation SCSEP	AARP Foundation	Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)	Gina Kravitz (727) 547-0534 7800 66 th Street North, Suite 301 Pinellas Park, FL 33761 www.aarp.org gkravitz@aarp.org	Yes	Partner Signed
Adult Education and Family Literacy Programs	Pinellas County School Board	WIOA title II Adult Education and Family Literacy Act (AEFLA) Program	Mark Hunt 301 Fourth Street SW Largo, FL 33779 (727) 588-6006 www.pcsb.org huntm@pcsb.org	Yes	Partner Signed
Career, Technical & Adult Education Programs	Pinellas County School Board	Career and technical education programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)	Mark Hunt 301 Fourth Street SW Largo, FL 33779 (727) 588-6006 www.pcsb.org huntm@pcsb.org	Yes	Partner Signed
Community Services Block Grant	Pinellas Opportunity Council	Employment and training activities carried out under the Community Services Block Grant Act (CSBG) (42 U.S.C. 9901 et seq.)	Patricia Sawyer 501 First Avenue North, Suite 517 St. Petersburg, FL 33701 (727) 623-4101 ext 116 www.poc-inc.org psawyer@poc-inc.org	Remote	Partner Signed
Division of Blind Services	FL Department of Education	State Vocational Rehabilitation (VR) Services program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA, title IV	Nancy Brown Nancy.Brown@dbs.fldeoe.org Marcela Blanchett Marcela.Blanchett@dbs.fldeoe.org 415 South Armenia Avenue Tampa, FL 33609 (813) 871-7190 www.dbs.fldeoe.org	Remote	Pending Partner Signature
Job Corps	Odie Management	Job Corps, WIOA Title I, Subtitle C	Tim Foley (727) 551-2900 foley.tim@oddiemanagement.com Omoniyi Amoran 500 22nd Street South, St. Petersburg, FL 33712 (727) 551-2906 amoran_omonlyi@joccorps.org www.jobcorps.org	Yes	Partner Signed
Vocational Rehabilitation	FL Department of Education	State Vocational Rehabilitation (VR) Services program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA, title IV	John Howell 1313 North Tampa Street, Suite 801 Tampa, FL 33602 (813)-233-3609 www.vr.fldeoe.org john.howell@vr.fldeoe.org	Remote	Pending Partner Signature
HUD Employment and Training Program	St. Petersburg Housing Authority	Employment and training activities carried out by the Department of Housing and Urban Development	Danielle Thomas 2001 Gandy Boulevard North St. Petersburg, FL 33702 (727) 323-3171 ext 211 www.stpeteha.org dthomas@stpeteha.org	Remote	Partner Signed
Second Chance Act	People Empowering and Restoring Communities (PERC)	Programs authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532)	Michael Jalazo 12810 US Hwy 19 North Clearwater, FL 33764 (727) 954-3993 www.Exoffender.org mjalazo@exoffender.org	Remote	Partner Signed

Recommendation

Approval of the [MOU/IFA Renewals](#) for CareerSource Pinellas and WIOA Required Partners for submission to the Board of County Commissioners for review and approval.

Discussion: Michael Jalazo asked if a role call vote was required. Jennifer Brackney confirmed this was not required and an overall motion will suffice. Ms. Brackney also brought to the Board's attention that the MOU/IFAs were attached to the action item.

Motion:	Debbie Passerini
Second:	Belinthia Berry

The Board of Directors approved the MOU/IFA Renewals for CareerSource Pinellas and WIOA Required Partners for submission to the Board of County Commissioners for review and approval. The motion carried unanimously. There was no further discussion.

Action Item 16 – Addition of New Courses - Access Computer Training (ID# 5237)

Access Computer Training, an existing training vendor, has submitted a request to add new programs to the CareerSource Pinellas list of approved programs for receipt of Individual Training Accounts (ITAs). The programs listed below have been approved by the Commission of Independent Education (CIE), have been reviewed, and meet all applicable requirements.

The programs provide High Skill High Wage employment opportunities within the Information Technology (IT) industry and align with the goal of the Local Workforce Plan to maximize employment and work opportunities for targeted populations.

New 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
Security+ Certification Prep (SEC+CERT)	\$750	\$1,795	\$0	\$2,545	42 clock hours	N/A	\$19.24 anticipated
Network+ Certification Prep (NET+CERT)	\$734	\$1,811	\$0	\$2,545	42 clock hours	N/A	\$19.24 anticipated
A+ Certification Prep (A+CERT)	\$1,044	\$3,501	\$0	\$4,545	84 clock hours	N/A	\$19.24 anticipated

NOTE: As these are all newly added programs, there is no outcome data to report at this time.

Recommendation

Approval to add new IT programs for existing training vendor, Access Computer Training.

Discussion: None

Motion:	Sheryl Nadler
Second:	Debbie Passerini

The Board of Directors approved addition of the new IT programs for existing training vendor, Access Computer Training. The motion carried unanimously. There was no further discussion.

Action Item 17 – Addition of New Courses - Concorde Career Institute – Tampa Campus (ID# 333)

Concorde Career Institute has submitted a request to add new programs to the CareerSource Pinellas list of approved programs for receipt of Individual Training Accounts (ITAs). The programs listed below have been approved by the Commission of Independent Education (CIE), have been reviewed, and meet all applicable requirements.

These programs provide an entry level or career ladder opportunity within the healthcare industry and aligns with the goal of the Local Workforce Plan to maximize employment and work opportunities for targeted populations.

New 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
Phlebotomy Technician	\$0	\$1,378	\$0	\$1,378	152 clock hours	N/A	\$16.39 anticipated
Patient Care Assistant	\$0	\$3,445	\$0	\$3,445	336 clock hours	N/A	\$13.68 anticipated
Pharmacy Technician Continuing Education: IV/Sterile Compounding	\$0	\$889	\$0	\$889	40 clock hours	N/A	\$15.18 anticipated
Pharmacy Technician Continuing Education: Non-sterile Compounding	\$0	\$889	\$0	\$889	40 clock hours	N/A	\$15.18 anticipated

NOTE: As these are all newly added programs, there is no outcome data to report at this time.

Recommendation

Approval to add new healthcare programs for existing training vendor, Concorde Career Institute.

Discussion: None

Motion:	Michael Jalazo
Second:	Beverly Frank

The Board of Directors approved addition of the new healthcare programs for existing training vendor, Concorde Career Institute. The motion carried unanimously. There was no further discussion.

Action Item 18 – Schedule of Operations

As part of the Grantee-Subgrantee Agreement, DEO requires the Board to adopt a schedule of operations for the upcoming state fiscal year.

“Such schedule of operations shall include, but is not limited to, daily hours of operation of one-stop operators, and a holiday closure schedule which adopts either the federal, state, or appropriate county holiday schedule. If the Board has a career center that is affiliated with a college or university, the college or university schedule may be adopted for those centers.”

The proposed schedule must be posted on the website and the Board must approve any deviations from the schedule, except in emergency or reasonably unforeseeable circumstances.

The schedule of operations is included for your review and consideration.

Recommendation

Approval of the CareerSource Pinellas Schedule of Operations.

Discussion: None

Motion:	Michael Jalazo
Second:	David Fetkenher

The Board of Directors approved the CareerSource Pinellas Schedule of Operations. The motion carried unanimously. There was no further discussion.

General Counsel Update – Heather Ramos

Heather Ramos presented Stephanie Marchman’s update to board members on recent items she has been working on with CareerSource Pinellas. The following is a summary of legal services provided to CareerSource

Pinellas since the General Counsel issued her last Legal Services Summary and Litigation Report to the Board of Directors on March 17, 2021:

- Advised Chief Executive Officer (“CEO”) on pending legislation possibly affecting CareerSource Pinellas; provided government consulting services for CareerSource Pinellas during the Florida Legislature’s 2021 legislative session.
- Conducted contract review, including review of the First Amendment to the Abacode Cybersecurity Agreement, Infrastructure Agreement and Memorandum of Understanding with the AARP Foundation, and Job Corps and Gulf Coast Jewish Family Services Agreements.
- Advised CEO with respect to possible revisions to Employee Handbook, including the complaint policy.
- Provided employee relations guidance to CEO, Human Resources, and Board Members regarding various employment matters, including terminations of employment and conducting level 2 background screenings.
- Advised CEO with respect to impending DOL compliance report regarding disallowed costs.
- Advised CEO and Board Members regarding public record and sunshine questions.
- Attended Board and Compensation Committee Meetings.
- Provided public records training to CareerSource Pinellas employees at Town Hall Meeting.

Pending litigation report:

There is no known pending litigation against CareerSource Pinellas. It should be noted, however, EEOC Charges of Discrimination have been filed by DEO employee Ahmed Amer and former employee Devin Hicks. Both of these matters have been reported to the carrier and counsel has been appointed by the carrier for any further handling of these matters, which may or may not involve litigation.

Information Items

Information Item 1 – Nominating Committee – Michael Logal

Michael Logal presented the Nominating Committee information items that were included in the Board meeting packet. The items were presented and discussed at the April nominating committee meeting. Below are the highlights of each item:

Current Board Roster and Term Dates

The current board roster with term dates was presented to the Board outlining CareerSource Pinellas board membership.

Board Composition

The current board composition was presented to the Board detailing vacancies requiring replacement, as well as those that will not be filled.

Board Members Attendance

The Board Members Attendance report was presented to the Board. The Bylaws require that attendance be tracked on all Board and Committee meetings. Currently, there are no concerning issues with attendance and will continue to be monitored.

PY’2020-2021 Committee Assignments

The current committee assignments were presented to the Board, listing each committee and its members.

Information Item 2 - Finance Committee – Steven Meier

Steven Meier presented the financial reports that were included in the Board meeting packet. The statements were presented at the April finance committee meeting and approved. Below are the highlights of each of the financial statements:

The Statement of Activities – Current Year vs. Prior Year

The current year surplus is \$87K vs. last year’s surplus of \$567K. The big driver of last year’s surplus was the gain on sale of the Science Center offset by the selling expenses.

Statement of Activities – Current Year vs. Budget Mod 2

Revenue was down by \$137k and expenses are under budget by \$124k, due to a slight decrease in expected training costs.

Cost Allocation / Expenditure Report for Period Ending February 28, 2021

When reviewing the percentage of the budget expended 2/3 into the fiscal year, Employment Services are at 66.6% of the budget expended. SNAP is ahead of budget with 78.3% of the budget expended. WIOA and WTP are behind budget at 57.8% and 50.5% respectively.

Pooled Cost Expenditure Report for the Period Ending February 28, 2021

This report shows the 1/3 allocations. Personnel costs are the biggest component.

Grant Status Report

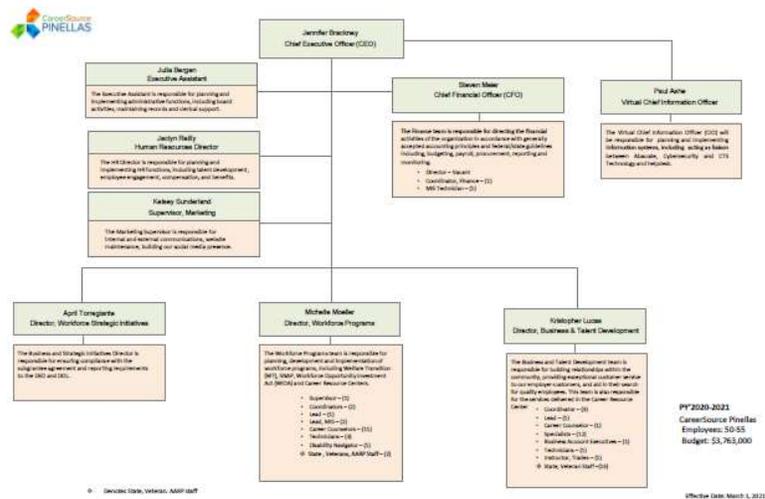
This report shows all grants open at any time during the year, the amount of the grant and the status of each of the grants.

Information Item 3 – Compensation Committee – Jennifer Brackney

Jennifer Brackney presented the compensation committee items included in the packet. The items were presented and discussed at the April compensation committee meeting. Below are the highlights of each item:

Organizational Chart

The current organizational chart, updated as of March 1, 2021, was presented to the Board and is essentially the same – around 55 employees and a leadership team that consists of a CFO, vCIO, four directors, an executive assistant and marketing supervisor. There are about 20 DEO merit and veterans’ staff, for a total staffing of around 75 employees. The average salary is \$54,183.

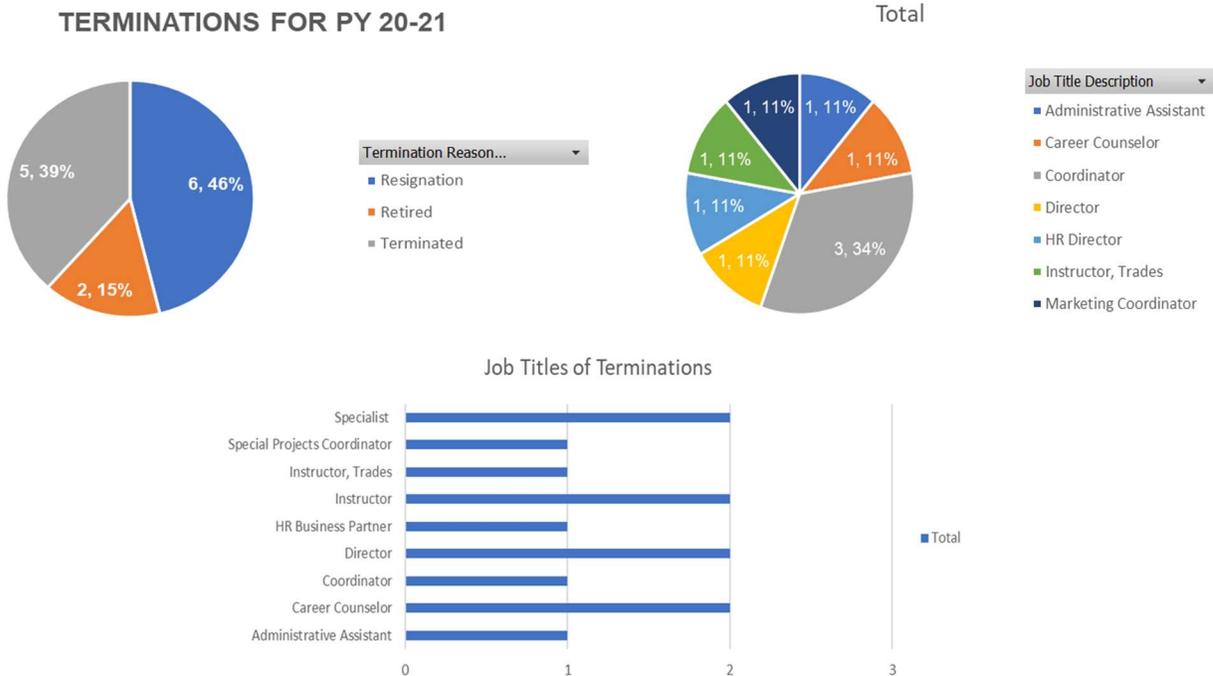


Level 2 Background Checks

This item is no longer relevant, as the new Subgrantee Agreement with DEO (link provided in packet) removes the requirement for Level 2 background checks. The organization is now required to complete Level I background checks.

Compensation Summary Report

A compensation summary report was presented to the Board, including the total number of staff, a pay range summary, notice of newly hired positions, and the average salary. As of March 1, 2021, there has been a total turnover of 13 staff. Ms. Brackney provided detail regarding the five terminations and six resignations, due to performance issues, position eliminations, relocation, and career and entrepreneurial opportunities. There were also two retirements to total 13 individuals. Ms. Brackney stressed her commitment, along with the leadership team, to integrity, accountability and transparency and will continue to seek the right person for the right job at the right time.



Information Item 4 – Workforce Solutions Committee Jennifer Brackney

Jennifer Brackney presented the workforce solutions committee items included in the packet. The items were presented and discussed at the April workforce solutions committee meeting. Below are the highlights of each item:

WIOA Primary Indicators

Emphasis was placed on the organization’s goal to meet and exceed performance measures; however, performance has been affected by the impact of COVID on employment. Ms. Brackney explained the lagging nature of the indicators and that individuals that are in the 2nd quarter and 4th quarter after exit have files that closed a year ago. Michelle Moeller and her team are working diligently to ensure this year’s performance goals are met. This is especially important because DEO has made policy changes that impact how staff extend participation. This policy change will have an impact on performance as we look at next year. We will be monitoring this and working closely with DEO through this process. Below is a snapshot of the WIOA Primary Indicators through Quarter 2:

Measures	PY'2020-2021 1st Quarter Performance	PY'2020- 2021 % of Performance Goal Met For Q1	PY'2020-2021 2nd Quarter Performance	PY'2020- 2021 % of Performance Goal Met For Q2	PY'2020-2021 Performance Goals
Adults:					
Employed 2nd Qtr After Exit	91.90	102.11	91.30	101.44	90.00
Median Wage 2nd Quarter After Exit	\$11,083	158.33	\$10,770	153.86	\$7,000
Employed 4th Qtr After Exit	91.60	107.13	88.70	103.74	85.50
Credential Attainment Rate	96.00	137.14	97.20	138.86	70.00
Measurable Skill Gains	68.10	144.89	63.70	135.53	47.00
Dislocated Workers:					
Employed 2nd Qtr After Exit	78.40	87.11	78.10	86.78	90.00
Median Wage 2nd Quarter After Exit	\$8,646	123.51	\$9,093	129.90	\$7,000
Employed 4th Qtr After Exit	84.00	98.59	77.00	90.38	85.20
Credential Attainment Rate	89.20	127.43	85.20	121.71	70.00
Measurable Skill Gains	76.80	163.40	68.90	146.60	47.00
Youth:					
Employed 2nd Qtr After Exit	92.50	109.47	91.40	108.17	84.50
Median Wage 2nd Quarter After Exit	\$5,847	182.72	\$5,241	163.78	\$3,200
Employed 4th Qtr After Exit	84.70	108.59	86.20	110.51	78.00
Credential Attainment Rate	81.60	94.55	84.30	97.68	86.30
Measurable Skill Gains	62.70	133.40	56.20	119.57	47.00
Wagner Peyser:					
Employed 2nd Qtr After Exit	60.90	91.99	66.00	99.70	66.20
Median Wage 2nd Quarter After Exit	\$5,676	113.56	\$5,776	115.52	\$5,000
Employed 4th Qtr After Exit	57.50	89.56	64.30	100.16	64.20

Training Provider Spending

The Training Provider Spending report was provided for the Board's review which confirms the training providers and number of participants through February 28, 2021. As of February 28, 2021, \$1.615 million was spent on 462 participants for an average of \$3,498 per participant. A Related Party Contract breakdown is included for Pinellas Technical Education Centers and St. Petersburg College.

Work-Based Learning Spending

The Work-Based Learning Spending report was provided for the Board's review showing the work-based learning providers and number of participants through February 28, 2021. As of February 28, 2021, \$29k was spent on 13 participants for an average of \$2,241 per participant. This represents over a \$15k increase in work-based learning spending over the previous year.

Information Item 5 – 2021-2022 Schedule of Board and Committee Meetings

Jennifer Brackney discussed the proposed Board calendar, which remains the same apart from the workforce solutions committee. These dates were adjusted to align with the One-Stop Committee for more accurate reporting purposes, which was accepted by the Workforce Solutions Committee Chair, Mark Hunt.

Other Administrative Matters

None

Open Discussion

None

Adjournment

Michael Logal thanked everyone for their time, as it was a lengthy meeting. Mr. Logal requested a motion to adjourn. Michael Jalazo made a motion to adjourn, and Beverly Frank seconded the motion. The meeting was adjourned at 12:52 PM.