

**CareerSource Pinellas
Compensation Committee Minutes**

Date: April 8, 2021 – 11:00 am

Location: *Virtual Zoom Meeting

Call to Order

Chair Candida Duff called the meeting to order at 10:01 a.m. There was a quorum with the following members participating.

Committee Members in attendance

Candida Duff, Beverly Frank, Barclay Harless, Amy Van Ness

Committee Members absent

Michael Logal, Jack Geller, Michele Matthews, Debbie Passerini

Staff Present

Jennifer Brackney, Jaclyn Reilly, and Julia Bergen

Special Guest

Stephanie Marchman

Action Item 1 – Approval of Minutes

The minutes from the February 4, 2021, Compensation Committee meeting were presented for approval.

Motion:	Barclay Harless
Second:	Beverly Frank

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

Action Item 2 – Annual Performance Evaluation

Jennifer Brackney spoke about the annual performance process. The annual performance review process typically accompanies a merit increase, cost of living increase, and/or a performance evaluation stipend. Employee performance evaluations can range from 0% - 5% of the employee's salary, based on their performance evaluation.

We can move forward with a merit increase, a one-time performance stipend, a cost-of-living increase, or no increase at all. No increases usually occur when there is a decrease in funding. However, we have received steady funding this year.

Recommendation

Approval of a performance evaluation increase that is based on performance between 0% - 5%. Provide employees with the option to receive their increase as a merit increase or one-time performance evaluation stipend.

Discussion: Barclay Harless wanted to confirm that providing these options would not be in violation of any policy or law. Jennifer Brackney confirmed that providing these options would not be violating a policy or law. There is a small risk that an employee may take the performance stipend and immediately leave the organization. However, there is not a lot of turnover in the organization.

Motion:	Barclay Harless
Second:	Beverly Frank

The Compensation Committee made a motion to approve the Annual Performance Evaluation Process as presented. The motion carried unanimously. There was no further discussion.

Action Item 3 – Employee Onboarding Checklist

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

Recommendation

Approval of the revised Employee Onboarding Checklist.

Discussion: No further discussion.

Motion:	Barclay Harless
Second:	Beverly Frank

The Compensation Committee made a motion to approve the revised Employee Onboarding Checklist. The motion carried unanimously. There was no further discussion.

Information Item 1 – Compensation Summary Report

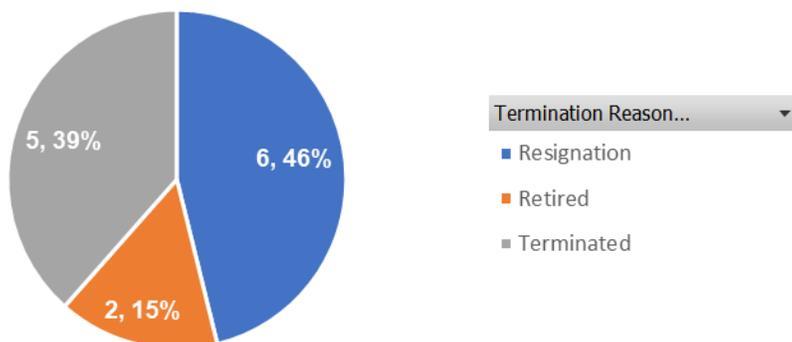
For this program year as of March 1, 2021, 13 employees left the organization. Jennifer Brackney took a moment to add depth to the turnover report. There was a total of five terminations; two of which were for performance issues. Performance issues are well documented and start with coaching, verbal, and written reprimand. Three of the terminations were positions that were eliminated when they transitioned over to a virtual platform at St. Petersburg College due to COVID.

Lastly, there were two retirements and six resignations. Of the six resignations, two had active coaching and disciplinary actions, one moved out of state, one accepted a position with the state, and one is now the Executive Director of a non-profit that they started.

Jaclyn will add more detail and depth to future termination reports to keep the committee informed.

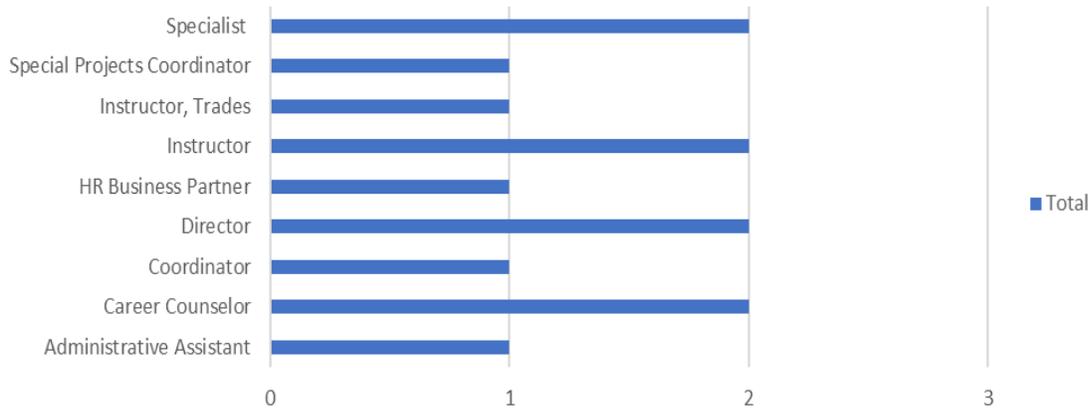
The reasons for termination are listed below:

TERMINATIONS FOR PY 20-21

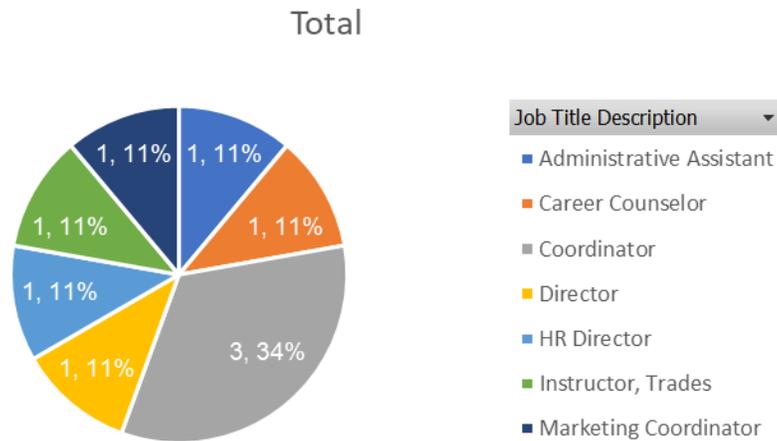


The breakdown of positions of these former employees is as follows:

Job Titles of Terminations



Additionally, for the program year as of March 1, 2021, a total of nine new hires were chosen for the following positions:



There is currently a total of 51 CareerSource Pinellas employees. One Coordinator is at the maximum salary for the pay grade due to experience gained while employed with a workforce development board in another state. There is also one Lead at maximum salary based on tenure with the organization. The salary breakdown for the entire organization can be seen on the following attachment. The current annual average salary is \$54,183.04.

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.

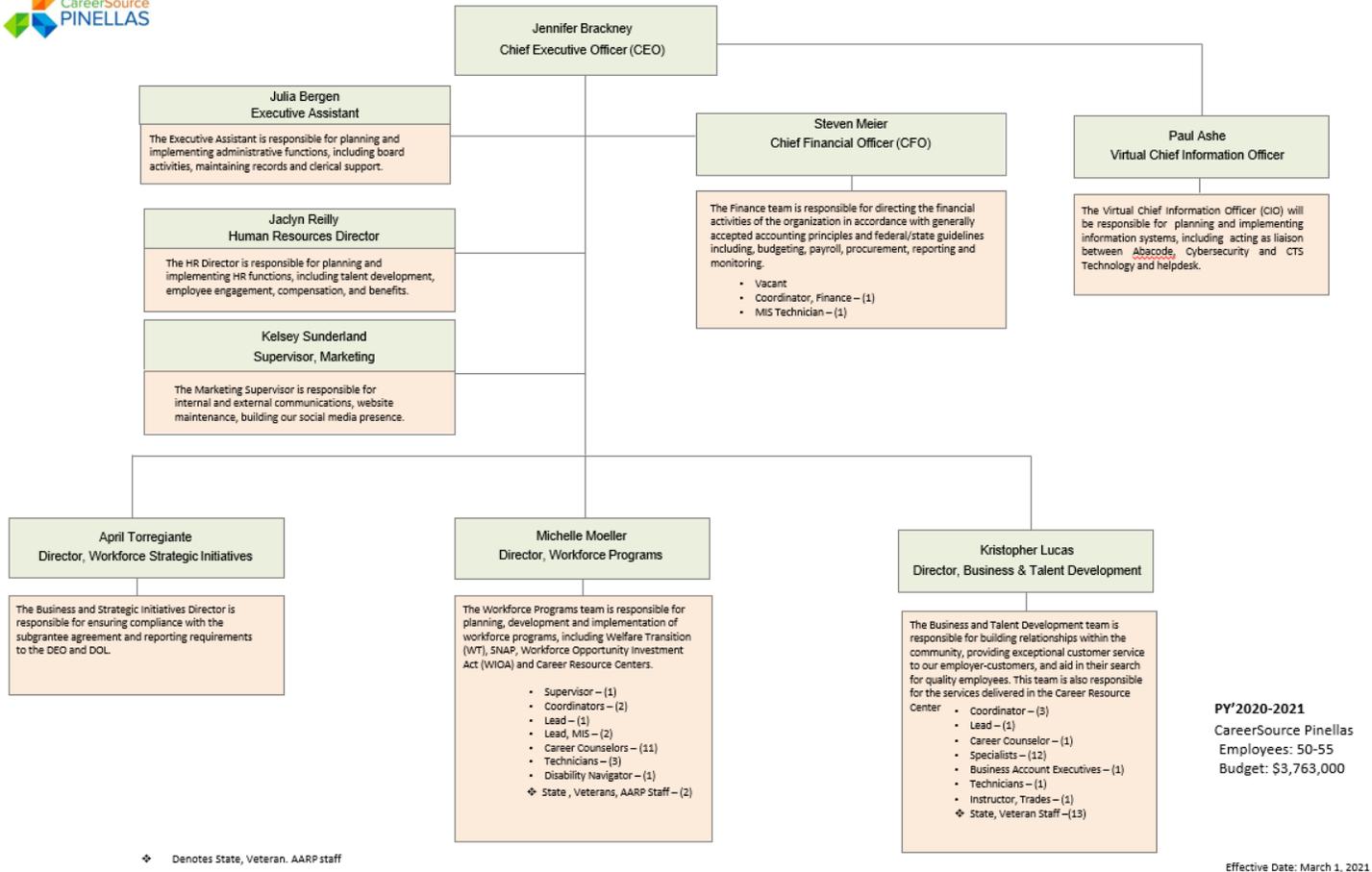
Job Family Titles											
Job Title Family	Grade Level	No of Employees at min salary	No of Employees at mid-point	No of Employees at max salary	Min Salary	Mid Salary	Max Salary	Actual Salary - Single Position	Annual Benefit Stipend	401(k) Retirement Plan	
Technicians	102	2	3		\$33,580	\$38,640	\$43,700		\$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			\$59,630	\$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	\$188,475.36	\$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.



Other Administrative Matters: None

No Public or Committee Member Comment

Adjournment: The meeting was adjourned at 10:17 am.