

**CareerSource Pinellas
Board of Directors Minutes (DRAFT)**

Date: Wednesday June 5, 2019 at 11:45 A.M.
Location: Epicenter: 13805 58th Street N. Clearwater, FL.

Call to Order

Chairman 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, Jody Armstrong, Candida Duff (phone), James England, David Fetkenher, Celeste Fernandez (phone), Jack Geller, Comm. Patricia Gerard, Barclay Harless, Andrea Henning, Michael Jalazo , Carolyn King (phone), John Howell, Mark Hunt, Dr. William Law, Karla Leavelle, Russell Leggette, Michael Meidel, Dr. Rebecca Sarlo, Chad Simpson, Amy Van Ness (phone), Scott Wagman , Zachary White, Kenneth Williams, Glenn Willocks.

Board Members not in attendance

Michael Gliner, Samuel Kolapo, Michael Logal, Kim Marston, Kay McKenzie, Debbie Passerini, Chad Simpson.

Staff in attendance

Jennifer Brackney, Steven Meier, Don Shepherd, April Torregiante, Michelle Moeller, Dawn Evans, Luna Clarke, Linsey Stiglic and Brandon Pham.

Board Counsel

Graham Carothers – Trenam Law
Brigid Merenda – Trenam Law

Guests

Tom Abney – Department of Economic Opportunity
Stephanie Lacy – HR Edge
Whitney Creech – Pinellas County

Presentations: Teresa Stacy—Matrix Medical Network

Matrix Medical is an employer served by CareerSource Pinellas. Ms. Stacy is a center recruiter for the organization. To date, Matrix Medical has held 7 hiring events at Gulf to Bay and has been able to hire 68 job-seekers. Ms. Stacy thanks the recruiting staff of CareerSource Pinellas for their support and hard work in assisting Pinellas residents in obtaining gainful employment. In the event that Matrix Medical is not a good fit for a candidate, their team of representatives refer those candidates to CareerSource Pinellas, where they would be assisted by a recruiter.

Action Item 1 – Approval of the Minutes – 4.03.19 Board of Directors

The minutes of the April 3, 2019 Board of Directors meeting were presented for approval.

Motion: Commissioner Gerard
Second: Barclay Harless

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

Action Item 2 – Approval of the Minutes – 4.30.19 Board of Directors

The minutes of the April 30, 2019 Board of Directors meeting were presented for approval.

Motion: Commissioner Gerard
Second: David Fetkenher / Barclay Harless

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

Action Item 3 – Approval of Related Party Contracts: PY 2019-2020

Background

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of FL Statutes 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 FL Dept. of Economic Opportunity and CareerSource Florida for review.

Information

CareerSource Pinellas offers a number of 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 person for their job vacancies. The OJT program then provides a unique opportunity for employers to train their new employee to their standards and processes -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 wages or salary for up to 10-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 world of work 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 30 days. CareerSource Pinellas also covers all unemployment taxes and workers comp during this "trial" period.
- **Employed Worker Training (EWT)** 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). EWT 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 within the area.
- **Grant Specific Training** is defined as services not offered by CareerSource Pinellas that must be performed by educational institutions as outlined in the proposal and award.
- **Leases** with various institutions and organizations are necessary to cost effectively deliver services within the community.
- **Individual Training Accounts (ITA)** are provided to program specific eligible individuals to assist in funding identified educational programs with the institution selected. CareerSource Pinellas identifies and maintains a list of qualified training institutions to provide occupational training in skill areas of sustained labor market demand or growth.

A listing of related party contracts requiring two-third board approval was provided.

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

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 \$75K for Individual Training Accounts (ITAs)

Motion: Commissioner Gerard

Second: David Fetkenher

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

2. St. Petersburg College

Andrea Henning 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 \$160K for Leases

Motion: Commissioner Gerard

Second: David Fetkenher

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: Commissioner Gerard

Second: David Fetkenher

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

4. **Goodwill Industries-Suncoast**

Deborah Passerini was absent from the meeting but previously submitted a conflict of interest form for the record.

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

- Up to \$50K for Grant Specific Training

Motion: Commissioner Gerard

Second: David Fetkenher

The Board of Directors approved the Related Party Contract with Goodwill Industries-Suncoast. The motion carried unanimously.

5. **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: Commissioner Gerard

Second: David Fetkenher

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

6. **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 Grant Specific Training

Motion: Commissioner Gerard

Second: David Fetkenher

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

Action Item 4 – Approval of the By-Laws Amendments

The Pinellas County Board of County Commissioners provided revisions to the CSPIN by-laws. The revised document incorporates the requirement that the Ad Hoc CEO and Legal Counsel Selection Committee meet at least annually and review the performance of the CEO and Legal Counsel. The Committee shall, subject to the final approval of the Board of Directors, be responsible for:

- Not less than once every calendar year, reviewing the performance and compensation of the executive director and the legal counsel;
- Not less than once every calendar year, reviewing, evaluating and/or establishing, and, if needed, updating or revising the executive director qualifications and job description;
- Not less than once every calendar year, reviewing, evaluating and/or establishing, and, if needed, updating or revising and the legal counsel qualifications and terms of engagement or employment;
- Establishing the recruitment process for the Chief Executive Official/Executive Director or legal counsel positions;
- Screening and ranking applications for the executive director position and proposals or applications for legal counsel for submittal to the Board of Directors for final approval and hiring.

Motion: Commissioner Gerard/ Karla Leavelle

Second: Mark Hunt

The Board of Directors approved the revised WorkNet Pinellas dba. CareerSource Pinellas by-laws, as outlined. The motion carried unanimously.

- *Later in the meeting, this motion was amended to modify the By-laws and increase the size of the Board from 31 members to up to 33 members. This would ensure that the Board is in compliance with WIOA requirements, by maintaining the 51% requirement of business representation and at least 20% workforce/labor representation. The Board of County Commissioners has previously suggested the addition of a school board member to the CSPIN Board, for the new program year.*

Motion to amend: Commissioner Gerard

Second: Karla Leavelle

The Board of Directors approved to amend the By-Laws, as stated above. This motion carried unanimously.

Action Item 5 – ITN Issuance: Employed Worker Training

CareerSource Pinellas is offering local employers assistance with Employed Worker Training (EWT) and Incumbent Worker Training (IWT) based upon the Invitation to Negotiate (ITN) parameters. The EWT/IWT program is designed to assist existing employees in developing higher technical skills and receiving increased wages. This program is not intended for onboarding or new hire training. This program is designed to improve workforce availability and skills to

support the identified targeted sectors within Hillsborough, Pasco, Hernando, and Pinellas Counties. This strategy serves to promote business retention and contribute to the overall economic growth within the region. The proposed program will be funded at the level of \$150,000.00 with a cap per employer of \$25,000 to \$50,000 depending upon response and funding. Awarded Employers must meet the following criteria:

- Nationally Recognized Certificate, ETA and WIOA Approved
- Employer 50% Match
- Training started and completed by May 31, 2020
- Agreement Closeout by June 30, 2020
- The funding period will be July 1, 2019 through June 30, 2020 based upon ITN parameters and available funding.

Motion: Barclay Harless
Second: Commissioner Gerard

The Board of Directors approved of the issuance of the Employed Worker Training ITN. The motion carried unanimously.

Action Item 6 – City of St. Petersburg: Agreement for Sale and Purchase

On April 3, 2019 the Board of Directors approved entering into contract negotiations with the City of St. Petersburg for the sale and purchase of the Science Center property. The City presented CSPIN with a letter of intent, outlining their intentions and some key business points. This letter of intent was approved by the Board of Directors on April 30, 2019. Subsequently, the City of St. Petersburg is now presenting the WorkNet Pinellas Board of Directors with a formal agreement for sale and purchase.

Motion: Scott Wagman
Second: Russell Leggette

The Board of Directors approved and accepted the agreement received by the City of St. Petersburg for the sale and purchase of the Science Center property. The motion carried unanimously.

Action Item 7 – Board of Directors Reappointment Recommendation

The Board members listed below have terms which are expiring on 6/30/2019. If re-appointed, they will serve an additional two-year term period, effective July 1, 2019 through June 30, 2021. The office of the CEO contacted those board members whose term expire on June 30, 2019 to ask whether he/she intends to seek reappointment. All members, at the exception of 2 individuals, are being presented for reappointment.

Representation	Name	Term Ends	Reappoint?
Business	Candida Duff	6/30/2019	Yes
Business	Jack Geller	6/30/2019	Yes
Business	Michael Gliner	6/30/2019	NO
Business	Barclay Harless	6/30/2019	Yes
Rep of Edu. - ETPC	Andrea Henning	6/30/2019	Yes
Rep. of Gov.- FLDOE	John Howell	6/30/2019	Yes
Workforce-CBO	Michael Jalazo	6/30/2019	Yes
Workforce-OSY	Carolyn King	6/30/2019	Yes
Workforce- Job Corps	Samuel Kolapo	6/30/2019	Yes
Business	Karla Leavelle	6/30/2019	Yes
Business	Michael Logal	6/30/2019	Yes
Business	Kim Marston	6/30/2019	NO
Rep. of Gov. - GRED	Michael Meidel	6/30/2019	Yes
Business	Debbie Passerini	6/30/2019	Yes
Workforce -CBO	Zachary White	6/30/2019	Yes

Motion: David Fetkenher
Second: Scott Wagman

The Board of Directors approved of those directors whose term will expire on June 30, 2019 – at the exception of Mr. Marston and Mr. Gliner— to be reappointed for an additional two-year term period, effective July 1, 2019 through June 30, 2021.

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

Action Item 8 – 2019 – 2020 Board Officers Nominations

INFORMATION

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	2018 – 2019 Board Officers	2019 – 2020 Nominees
Board Chair	Jack Geller*	Karla Leavelle
Chair-Elect	Karla Leavelle	Barclay Harless
Treasurer	David Fetkenher	David Fetkenher
Secretary	Michael Meidel	Michael Meidel

Motion: Scott Wagman
Second: Michael Jalazo

The Board of Directors approved and elected the 2019 – 2020 Board Officers nominees. The motion carried unanimously.

Action Item 9 – Program Year 2018 – 2019: Budget Modification No. 3

Total budgeted revenues/expenses have increased from \$13,093,764 to \$13,572,493 for an overall increase of \$478,729. This is due to the following:

Workforce Innovation and Opportunity Act (WIOA) Programs:

- Increase for Apprenticeship Expansion grant- \$100,000.
- Increase for WIOA Soft Skills grant - \$100,000.

Employment Services Programs:

- Decrease in Wagner-Peyser - \$<42,000>. Did not receive Co-op Outreach grant as anticipated in the original budget.
- Increase in Unemployment Services - \$3,889. Grant awarded effective 10/1/18, higher than estimated in budget.

Supplemental Nutrition Assistance Program:

- Increase in Unemployment Services - \$9,484. Grant awarded effective 10/1/18, higher than estimated in budget.

Welfare Transition Program:

- Increase in Welfare Transition - \$150,000. Increase grant award of \$130,000 in February 2019.

Trade Adjustment Assistance:

- Increase in Trade Adjustment Assistance - \$118,365. Increase grant award of in March 2019.

Direct Grants and Special Programs:

- Increase in Youthbuild 2019 of \$80,000. Received a new 3-year grant for \$1,100,000; authorization to spend is limited to \$80,000.
- Decrease in JWB Youth Innovators - \$<22,853>. Grant closed out without spending all allocated funds.
- Decrease in AmeriCorps grant - \$<18,156>. Grant closed out without spending all allocated funds.

Motion: Commissioner Gerard
Second: Mark Hunt

The Board of Directors approved of the adjustments to the revenue budgets and resultant modifications to the expenditures budgets. The motion carried unanimously.

Action Item 10 – Program Year 2019-2020 Planning Budget

CareerSource Pinellas has received planning allocations from the State of Florida and is anticipating a decrease in overall funding as compared to the prior year. The budgeted revenue has decreased from 2018-2019 budget of \$11,564,332 to a projected budget of \$10,433,031*, an overall decrease of \$1,131,301 or 9.8%. Most of the revenue/expenditure reductions are related to federal and state awards that have ended or will be ending during 2018-2019 such as the Community Based Sector Strategy Training Initiatives, Able Trust and AmeriCorps grants, Governor’s Challenge and Hurricane Maria initiatives. In addition, overall DEO WIOA allocations are down approximately 12.4%. However, variances from year-to-year are a result of allocations, current year spending and reserves carry forward to 2019-2020. Carry-forward amounts are estimated and will be adjusted after Fiscal Year close in July. Another significant item impacting the budget is the pending sale of the St. Petersburg Science Center as no items have been budgeted for STEMe for 2019-2020. Moreover, there are a few new funding sources for 2019-2020: WIOA Soft Skills grant, WIOA Apprenticeship Expansion grant and a new 3-year Youthbuild grant with the DOL. Lastly, CareerSource Pinellas is budgeting for general items that haven’t been budgeted in the past, such as Ticket to Work, Tobacco Free Florida and Career Fair sponsorships.

**This budget may be negatively impacted by the USDOL report of May 15, 2019, which addresses questioned costs of approximately \$6.3 million.*

Attachments:

1. FY 20 CareerSource Pinellas Planning Budget
2. FY 20 Budgeted Revenues
3. FY 20 Budget Preparation – Revenue Variances from Prior Year
4. FY 20 Expenditure Report

Motion: Barclay Harless

Second: Mark Hunt

The Board of Directors approved of the planning budget effective July 1, 2019 and will provide to the Pinellas Board of County Commissioners for their approval. Final submission will be provided to the State Workforce Board (CSF) for review. The motion carried unanimously.

Action Item 11 – Contractor Recommendation: Insurance Brokerage Services

On April 3, 2019, the Board of Directors approved the issuance of an RFP for Insurance Brokerage Services. The RFP was issued on April 10th to solicit proposals from qualified companies via multiple communication channels including the Tampa Bay Times, CareerSource Pinellas Website, and email notification to interested bidders. In response to this RFP, five companies submitted their proposal. On May 16th, the review committee, consisted of staff associates, met to discuss their independent assessment and ranked each proposal.

Criteria	Weight Factor
1. Responsiveness of the proposal to the submission requirements set forth in the RFP CSPIN will consider all materials submitted to determine whether proposer’s offering is in compliance with the RFP as specified under “RFP Terms and Conditions”	15 Points
2. The Proposer has the technical ability and capacity to perform the contract. Evaluation will be based on Proposer’s response to part IV, #4-7.	85 Points

Proposer by ranking order	Ave. Score
Gallagher Insurance	92.00
Hub International	96.50
USI Insurance	79.50
Binger Financial Services	63.75
Great Florida Insurance	Non-responsive

The review committee recommends entering into contract negotiation with Hub International for the following reasons:

- Ranked in the top 10 largest Insurance Brokerage Firms
- Robust offering of Insurer options
- As the incumbent contractor, Hub International has excelled at providing great customer service experience
- Compensation remains as commission only and in line with other proposals

Motion: Scott Wagman

Second: Commissioner Gerard

The Board of Directors approved of the contract award to Hub International for the provision of Insurance Brokerage Services upon a successful contract negotiation. The motion carried unanimously.

Action Item 12 – Job Titles & Compensation Review

In February 2019, hrEdge Consulting was retained by CareerSource Pinellas to conduct a Compensation Review. The review was designed to focus on salary range equity externally, as well as internal structure of position titles. The review included the following deliverables:

- Review of all active positions and recommendations for continued, discontinued, and merged position titles.
- Review of external Compensation Survey Reports and analysis of CareerSource ranges for each position.
- Review of CareerSource Pinellas Compensation versus other Florida CareerSource Compensation Structures.
- Development of new pay structure to include Min-Mid-Max for each Grade and the Spread between Grades.
- Analysis of employee impact and cost of implementation.

Based on external market data, it is recommended to adopt the proposed Job Title Family Structure with aligned Pay Grades. It is further suggested to review Pay Grade and Salary Range data for Cost of Living adjustments annually. While every position and/or range will not require updating annually, it is important to remain competitive in the market to avoid recruitment and retention challenges. It is recommended to place incoming employees in the range based on experience, not to exceed current employees with greater experience. Thus, internal equity will be preserved.

Motion: Commissioner Gerard

Second: Scott Wagman

The Board of Directors approved of the following:

- 1. Adopt the proposed Job Title Family Structure with aligned Pay Grades.*
- 2. Move employees who fall below the threshold of their pay range to the minimum of the new pay range.*
- 3. Give a 2% tenure increase to those employees with at least 2 years of service, whose move to the new pay ranges places their salary within \$1000 of the minimum of the range. The combined placement and tenure impact to the organization will be approximately \$78,000.*

The motion carried unanimously.

Action Item 13 – Local Targeted Occupations List

The Department of Economic Opportunity's (DEO) Bureau of Labor Market Statistics (LMS) published the 2019-2020 Statewide Demand Occupational Lists on the Department's website. The Statewide Demand Occupations list identifies the labor market needs of Florida's business community and encourages job training based on those needs, with emphasis on jobs that are both in high demand and high skill/high wage, and is used as a baseline for establishing the local Targeted Occupations List (TOL). The Local Workforce Development Boards (LWDBs) develop and use their TOLs to identify occupations for which eligible adults and dislocated workers may receive training assistance under the Workforce Innovation and Opportunity Act (WIOA). A TOL must be updated when occupations are deleted or added. Each LWDB must update and publish the updated TOL to its website and submit a link to DEO by June 30, 2019.

Process: Staff reviewed the new 2019-20 Regional Demand Targeted Occupations List (TOL) for Pinellas County published by the Labor Market Unit with DEO, analyzing the changes from the 2018-19 TOL previously approved by the board in July 2018. A list of potential additions were drafted with accompanying Labor Market Information received thru the DEO to request board review and approval to add these occupations to the 2019-2020 TOL. The TOL governs Occupational skills training, Paid-Work Experience, and On-the-Job training programs.

Motion: Mark Hunt

Second: Glenn Willocks

The Board of Directors approved and adopted the DEO 2019-2020 Regional Demand Occupations for CSPIN. The motion carried unanimously.

Action Item 14 – Vendor Recommendation: Youth Workforce Services RFP

The Department of Economic Opportunity's (DEO) Bureau of Labor Market Statistics (LMS) published the 2019-2020 Statewide Demand Occupational Lists on the Department's website. The Statewide Demand Occupations list identifies the labor market needs of Florida's business community and encourages job training based on those needs, with emphasis on jobs that are both in high demand and high skill/high wage, and is used as a baseline for establishing the local Targeted Occupations List (TOL). The Local Workforce Development Boards (LWDBs) develop and use their TOLs to identify occupations for which eligible adults and dislocated workers may receive training assistance under the Workforce Innovation and Opportunity Act (WIOA). A TOL must be updated when occupations are deleted or added. Each LWDB must update and publish the updated TOL to its website and submit a link to DEO by June 30, 2019.

Process: Staff reviewed the new 2019-20 Regional Demand Targeted Occupations List (TOL) for Pinellas County published by the Labor Market Unit with DEO, analyzing the changes from the 2018-19 TOL previously approved by the board in July 2018. A list of potential additions were drafted with accompanying Labor Market Information

received thru the DEO to request board review and approval to add these occupations to the 2019-2020 TOL. The TOL governs Occupational skills training, Paid-Work Experience, and On-the-Job training programs.

Motion: Scott Wagman
Second: Commissioner Gerard

The Board of Directors approved of the contract award to Pinellas Education Foundation for the provision of Youth Workforce Services, upon a successful contract negotiation. The motion carried unanimously.

Action Item 15 – Contractor Recommendation: IT, EDMS, & Website Services

On April 3, 2019, the Board of Directors approved the issuance of an RFP for IT, EDMS, & Website Services. The RFP was issued on April 11th to solicit proposal from qualified companies. Per the procurement policy, the RFP was promulgated via multiple communication channels to include the Tampa Bay Times, CareerSource Pinellas Website, and email notification to interested bidders. In response to this RFP, one proposal was received from Complete Technology Solutions. The review committee, consisted of staff associates, met on May 17th to discuss their independent assessment and rank the proposal. On a scale of 100, Complete Technology Solutions’ proposal was rated an average of 87.

Criteria	Ave. Score (Max. points)
Proposal Specifications. The respondent adheres to RFP timeline, format, and content. The respondent meets requirements to provide services and is licensed in the State of Florida.	Mandatory Yes
The proposal adequately addresses each scope of service category, including proposed delivery. The proposal discusses plan of conversion from current systems to new being proposed. (35 max)	29
Cost Reasonableness (35 max)	29
Experience (30 max)	29
Total Score	87

The review committee recommends entering into contract negotiation with Complete Technology Solutions for the following reasons:

- Has been contracting IT services with several local workforce development boards in the past 19 years.
- As the incumbent contractor, CTS has demonstrated performance and provided good customer service. The Atlas (CTS proprietary EDMS) and/or Kiosk Systems are used by nine LWDBs.
- Continues to innovate its service offerings to better leverage evolving technologies such as developing a mobile app to improve customer communications.

Motion: Commissioner Gerard
Second: Karla Leavelle

The Board of Directors approved approval of the contract award to Complete Technology Solutions for the provision of IT, EDMS & Website Services, upon a successful contract negotiation. The motion carried unanimously.

Action Item 16 – Tampa Bay YouthBuild MOU and Infrastructure Agreement

Tampa Bay YouthBuild is a mandatory partner per WIOA and DOL ETA guidance. CSPIN will complete an MOU and Infrastructure Agreement for the new YouthBuild 2018 grant award. Per WIOA, all one-stop partner programs are required to contribute to the infrastructure costs, as required in 20 CFR 678.700 and 678.760, 34 CFR 361.700 and 361.760, and 34 CFR 463.700 and 463.760. The sharing and allocation of infrastructure costs between one-stop partners is governed by WIOA sec. 121(h). Infrastructure costs are defined as non-personnel costs necessary for [career centers] operations, including facility rentals, utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), and technology to facilitate access to the American Job Center (including planning and outreach), and may include costs associated with the common identifier (i.e., American Job Center signage) and supplies, as defined in the Uniform Guidance at 2 CFR 200.94, to support the general operation of the one-stop center.

Mandatory Partners - Addition	Organization	PY 18-19 Shared Cost
Tampa Bay YouthBuild – funded through USDOL grant	Tampa Bay YouthBuild under CareerSource Pinellas	\$1,200

**CSPIN is in the process of updating all of its Core and Required Partner MOUs.*

Motion: Mark Hunt
Second: Commissioner Gerard

The Board of Directors approved of the Tampa Bay Youthbuild Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) for PY 2019-2020, as a newly added partner. The motion carried unanimously.

Other Administrative Matters / Counsel Update

Ms. Brigid Merenda of Trenam Law was in attendance and gave an update on the following CareerSource Pinellas legal matters:

- 1. Whistleblower Update: Case of Juliane Garisto vs. WorkNet Pinellas.** This is the case Julie Garisto v. Worknet Pinellas. One of Trenam's employment law partners, Alicia Koepke, is handling the matter. Ms. Garisto filed a whistleblower complaint and an FMLA retaliation claim in state court. Trenam removed the case to federal court where it is now pending. As required by the federal court, Trenam recently met with counsel for Ms. Garisto to establish case management deadlines. Trenam and counsel for Ms. Garisto are finalizing deadlines to include in a case management report that will be filed with the case. The court will enter a case management order that will include case deadlines for things such as the completion of discovery and filing dispositive motions.
- 2. Tax Exempt Case:** This case deals with a tax exempt issue. One of Trenam's tax partners, Mike O'Leary, is handling the matter. The IRS proposed a \$26,190 tax penalty on Worknet Pinellas Inc., for the failure to offer a minimum essential health insurance coverage to their employees in 2016. Trenam is preparing a letter to request a waiver of the proposed penalty. The letter to the IRS will go out by June 10th.
- 3. Employment Law case:** It is an employment law case related to the termination of Ms. Nguyen in March 2018. One of Trenam's employment law partner's, Richard Hanchett, is handling the case. We received a demand letter in August 2018 from an attorney representing Ngyuen. Ms. Ngyuen's lawyer made an initial demand of \$30,000. We tendered the letter to the carrier, Chubb. The carrier retained Trenam and the carrier has agreed to defend and indemnify Career Source Pinellas. Other than the initial demand that occurred almost a year ago we have heard nothing and no charge of discrimination has been filed. We continue to monitor the case.

Information Items

Information Item 1: Engagement Survey Results (presented with Action Item 12)

Per the directive of the Compensation Committee and the Board of Directors, CareerSource Pinellas conducted an Employee Engagement Survey between March 4 -17, 2019. In the spirit of continuous improvement, we partnered with People Element, a third party vendor, to provide an opportunity to hear the collective voice of our workforce. Employees were asked a series of questions in various categories to get a better understanding of employee morale, satisfaction, and engagement. Results revealed overall satisfaction is 64%. Notable findings include:

- **Job Satisfaction:** Over 85% of employees like the work they do and feel a sense of accomplishment.
- **Service & Quality:** 70% believe we provide quality customer service and 80% are committed to delivering high quality work.
- **Communication:** Only 34% believe there is effective communication between departments and 42% believe ideas and suggestions are given consideration.
- **Compensation:** Only 32% believe we have competitive salaries.
- **Growth & Career Development:** 50% find training content relevant and many indicated interest in professional development.

In response to feedback, we are taking action in three areas:

- Salary Review
- Benefit Review for a comprehensive look at total compensation
- Communication.

Additionally, training will be offered to support modified policies and procedures and to cross-train staff.

Discussion: The Board of Directors asked for additional feedback, such as staff participation in the survey as well as staff morale under the new leadership of Ms. Brackney. An employee town hall was held in May, which saw over 90% participation from staff. Staff provided input on ways to improve the customer experience, suggested cross-training and team-building activities. Staff were in favor of holding more town hall meetings to address company-wide issues, and were equally appreciative of the increased internal communication, by means of the newsletters.

Information Item 2: Science Center Items for Consideration

The Science Center of Pinellas property was listed on the market and the CSPIN Board selected The City of St. Petersburg as the prospective buyer. CSPIN is currently in contract negotiations with the City. Several key items currently housed at The Science Center will need consideration as part of the transition. The Board of Directors has

agreed to set aside \$ 40,000 for the transfer of the Iguana Sanctuary. However, the items below still need to be relocated.

1. Marine Room

When WorkNet Pinellas purchased the Science Center in 2014. The Margaret Ewell Dickins Marine Room features a 600-gallon Marine Touch Tank, which includes over 10 species of marine life. As of now, there are two rays, a marbled cat shark, several species of fish, sea stars, spiny and pencil urchins, marine hermit crabs, mollusks, and a sea cucumber. This exhibit was opened in 2000 and is currently being maintained by an in-kind partnership with "Little Oceans".

- Mr. Dan Calvo of "Little Oceans" has taken 3 aquariums with the marine life they contain, as well as some equipment. Additionally, Mr. Calvo is taking a microscope used to breed sea slugs.
- If agreed, Mr. Calvo would like to also take the 600-gallon touch tank, to be relocated at his expense.
- Janine M. Cianciolo DVM has enjoys a working relationship with the Science Center, borrowing items from the collection for use in educational programs. The marine items include – shark and sawfish jaws, fossils, and skeletons. She would also like to utilize the soft side cages for butterfly rearing. She is seeking the donation of these items to allow for continuation of educational efforts. The programs are provided through multiple non-profit organizations, schools and programs including, Project Aware, Sea Turtle Tracker's, Pinellas County Schools, Scouting, nature centers and environmental programs.
- A STEM Education Instructor would like to adopt Elliott, the snake. The instructor will provide a letter ensuring the snake will not be released.
- A tarantula and frog are still available for adoption.

2. The White Garden and Mosaic Walk of the States

The Starley M. White Garden is a partially enclosed garden, with lush tropical trees, walking trails and beautiful potential. It is surrounded by a "Walk of The States," a mosaic tile walkway made up of more than 50 sections, one section for each state in the United States.

3. Carol Samuels Observatory:

The observatory opened in 1997 and features a powerful 16-inch Meade telescope. The research-grade telescope is the only one available to the public in Pinellas County in a non-university setting.

4. Media Globe Digital Planetarium

The Planetarium has a variety of pre-recorded "shows" that depict the constellations, the extrasolar planets, space exploration and more.

Information Item 3: Schedule of Board Related Meetings for PY 2019-2020

A schedule of upcoming meetings was provided within the agenda packet. This item will be updated on the website, in accordance to Sunshine Law open meeting notices.

Information Item 4: Contracts Renewals

The below listed companies are currently under contract to provide a variety of value-added services for important business activities that are critical for CareerSource Pinellas to optimize its services. The following contracts allow for annual renewal based on their original approval. In 2019, the below will be renewed.

Contracts

Company	Type of Services
DEX Copiers	Copier / Fax machines
Dynamic Workforce Solutions	One Stop Operator
EMSI	Labor Market Information
ERISS-SARA	Customer Outcome Tracking
Powell & Jones	Audit, Tax Services
New Relic / Carahsoft	Employment / Income Data Verification
Trenam Kemker	Legal Services

- CareerSource Pinellas is modifying the Junior Achievement STEM-Tec contract to include up to 20 additional students and \$34,000 for the summer program.
- Moreover, the organization is reviewing all leases and sub-leases for PY 2019-2020.

Discussion: The Board discussed our current agreement with Trenam for the provision of legal services. This agreement was originally entered into in 2006. Board members discussed at length the need for a re-evaluation of our counsel's performance, after this extended period of time and several members were in favor of initiating a new procurement process to review bids from other legal firms who might be interested in offering their services. It was recommended that the CEO coordinates with the Office of the County Attorney to determine the criteria needed to include in the drafting of this legal services RFP.

- **A motion was made by Commissioner Gerard for CSPIN to initiate the RFP process for the procurement of legal services. This motion was seconded by Mr. Wagman and Mr. Hunt. This motion carried unanimously.**

Information Item 5: Juvenile Welfare Board (JWB): Funding Renewal Process FY20

CareerSource Pinellas has received a preliminary award of Juvenile Welfare Board (JWB) funding in the amount of \$40,808 for the past three years. Through this grant we created the Youth Innovators of Pinellas, a 30 week after school program that exposes youth to 3-D printing and Fusion 360, to middle school students attending Oak Grove and Morgan Fitzgerald. Youth meet two days per week for 90 minutes. Students have the opportunity to earn certifications of completion based on established milestone points in the Fusion 360 computer training program. JWB requires an annual funding renewal process which requires completion of the packet to include: Provider Certification FY 20, FY 20 Insurance Survey and FY 20 Targeted Service Level Proposal.

Motion: Commissioner Gerard

Second: Barclay Harless

The Board of Directors approved the JWB Funding renewal process for fiscal year 2020. The motion carried unanimously.

Information Item 6: Upcoming DEO Monitoring

1. The Program Year (PY) 2018-19 programmatic quality assurance review of CareerSource Pinellas' programs, including career center operations, is scheduled for June 3 - 7, 2019. The workforce programs to be reviewed include: Welfare Transition, Supplemental Nutrition Assistance Program Employment and Training, Workforce Innovation and Opportunity Act, Trade Adjustment Assistance, Wagner-Peyser and any special projects operational during the review period.
2. Simultaneously, DEO will be performing a Financial Management monitoring on site during the week of June 3rd. Areas to be reviewed are: finance, operations, personnel and purchasing processes.
3. USDOL will be conducting an on-site Youthbuild Monitoring during the week of June 17, 2019.

Information Item 7: USDOL Compliance Report

U.S. Department of Labor - Employment and Training Administration Compliance Review of CareerSource Tampa Bay and CareerSource Pinellas issued on May 15, 2019, outlined seventeen (17) findings of non-compliance, three (3) areas of concern, and \$17,643,409.87 in questioned costs subject to disallowance (CSP approximately \$6,300,000). The report was received by CSPIN on Tuesday, May 21, 2019. A copy was subsequently sent to all board members, the County, and staff. A copy was sent to the Tampa Bay Times upon request.

The DEO directed CSPIN staff to submit a response by Wednesday, May 29, 2019 at Noon. The document submitted is a product of staff work, and is considered a working document. In general, the document includes information that has been approved by the board, including a copy of the new Interlocal Agreement, revised By-Laws, and the procurement and selection of a new One-Stop Operator. It also includes draft desk guides for OJT pending final issuance of DEO Work-Based Learning policy. As it relates to Finding with questioned costs, the response submitted is that "CSPIN plans to address the findings of questioned costs by hiring a consultant to conduct a review to determine the level of compliance." Initial conversations with CSTB indicate a willingness to work together to respond to questioned costs. The opportunity to work together to address these questioned costs will help ensure a more collaborative response. It is anticipated that the process to review, present to DEO and USDOL and negotiate questioned costs could take up to 15-18 months.

Discussion: There was discussion regarding the organization's E&O insurance coverage, as it relates to this matter, and whether or not insurance would be used to repay the questioned costs. Members of the board requested to receive a copy of the staff-prepared response that was submitted to DEO on May 29th. Additionally, if DEO is in agreement, the Board requests to review the final responses as it relates to the USDOL compliance report, before those are submitted on June 28, 2019. This final response will be discussed at a subsequent Board meeting, to allow all members for input.

- **A motion was made by Michael Meidel to start a procurement process— if it not covered under E&O Insurance— to hire a consultant or firm to perform a review of the questioned costs items and monetary findings. It was also recommended to approach CSTB in a joint effort to use the same firm to perform both reviews. This motion was seconded by Commissioner Gerard. The motion carries unanimously.**

Committee Reports

1. Finance Committee

The Finance Committee met on May 28th. The Committee discussed and approved the Planning Budget for the coming program year 2019-2020. As noted, the budget may be negatively impacted by the questioned costs listed in the USDOL report of May 15, 2019. The planning budget will be presented to the Board of County Commissioners for their review and approval on June 18th. CSPIN staff will be in attendance to answer any questions from the County. Finally, the budget will be submitted to CareerSource Florida for review.

2. Workforce Solutions Committee

The Workforce Solutions Committee met on May 14th. The Committee discussed and approved the Regional Targeted Occupations List, which was presented at today's meeting.

On May 30th, a healthcare career fair was held at the Epicenter in partnership with SPC, American Red Cross and Ultimate Medical Academy. Nearly 30 employers and 110 job seekers participated in the event and were pleased with

the available open opportunities. The next career fair will be held on June 27th and will be focused on the technology industry.

3. One-Stop Committee

The One-Stop Committee met on May 23rd and approved the Youth RFP as well as the IT Services RFP. This meeting also highlighted the presentations from Pinellas County Schools, in Partnership with Pinellas Education Foundation. This year's grant recipients focused on several STEM topics, including robotics, aerospace, engineering and coding. The students and teachers from 4 local elementary and middle schools presented their projects to the One-Stop Committee, proving that intuitiveness and hard work are valuable attributes at any age. Please see the newsletter for more details.

4. Compensation Committee

- The Compensation Committee met on May 30th to discuss the staff job titles and salary review. The committee's recommendations were presented to the Board at today's meeting.
- In February, the Board approved the issuance of an RFP for benefits consulting services and potentially other services, such as payroll.
- As recommended by the Board, the scope has been expanded to solicit quotes from Professional Employer Organizations, Payroll Companies, and Insurance Brokerage firms with the technical expertise in providing benefit brokerage and consulting services for group health and welfare benefit plans, 401(k), Human Resource Management Systems (HRMS) and Payroll platforms.
- Bidders can submit bids for any and/or all services outlined. The RFP is an authorization to approach insurance companies on behalf of CareerSource Pinellas in order to supply a bid. The RFP was issued on May 30, 2019

CEO Report: CareerSource Pinellas is planning to organize a Workforce and Education Summit. This item is still in the early stages of planning and the Workforce Solutions Committee will take the lead on the project. St. Petersburg College and Pinellas County Schools are interested in partnering with us on this project. This event will have a focus on Pinellas County and will explore opportunities for regional participation.

Board Members Recognition:

- The Chairman thanked Mr. Gliner and Mr. Marston for their service on the Board of Directors, as their terms end in June 30, 2019.
- The Chairman recognizes Ms. Clarke for her coordination and support for over 70 board-related meetings, since the beginning of 2018.
- The Board of Directors recognizes and thanks Chairman Jack Geller for his distinguished leadership throughout the transition period. Mr. Geller's chairmanship will end on June 30th and Ms. Leavelle will assume the role of Chair.

Public Comments: None

Open Discussion: Board members sought clarification on whether or not WorkNet was restricted in how it spends/invests the money from the sale of the Science Center property. Counsel has previously determined that those funds are unrestricted.

Adjournment: The meeting was adjourned at approximately 2:20 pm.