

**CareerSource Pinellas
Executive Committee Meeting
Consent Agenda of May 4, 2016**

Actions Approved At CareerSource Pinellas' Executive Committee Meeting

Any Board Member shall have five days from receipt of these minutes within which to request that an action for the Executive Committee be brought before the full Board. If no such request is made, the actions of the Executive Committee shall stand.

Date: May 4, 2016, 11:00 a.m.
Location: EpiCenter – 13805 58th St. N., Clearwater

Call to Order

Aundre Green, Chair Elect called the meeting to order at 11:02 a.m. There was a quorum present with the following Executive Committee members participating.

Directors in attendance

Tom Bedwell (via phone), Jack Geller, Commissioner Kenneth Welch (via phone), Karla Leavelle, Aundre Green, Anthony Degina (via phone), Mike Mikurak

Directors not in attendance

Bill Price, Dr. Robert Arnold, Lenne` Nicklaus-Ball

Guest(s)

Dr. James Connelly, Charles Harris

Staff Present

Ed Peachey, Kristin Dailey, Alice Cobb, Don Shepherd, Jennifer Brackney, Michelle Schultz, Joe Calhoun, Dominique Vankirk

Chairman's Report _____

Action Items

Item 1 – Approval of Minutes

The minutes of the March 2, 2016, Executive Committee meeting were presented for approval.

Motion: Jack Geller
Second: Karla Leavelle

The minutes were approved as presented
The motion carries.

Item 2 – Approval of New Board Member Scott Callison

Application included in packet for review.

Motion: Mike Mikurak

Second: Jack Geller

The Executive Committee approves to move forward in appointing Scott Callison to serve on CareerSource Pinellas Board of Directors, effective through June 30, 2018. This recommendation will be forwarded to the appointing authority, Pinellas County Board of County Commissioners.

Item 3 – Electronic Participant Tracking & Communications System

CareerSource Pinellas is inquiring on available software applications that support its current case management system. This system would be able to initiate, monitor, and document participants’ progress through automation, while simultaneously alerting case managers of issues as they arise allowing for timely case management.

Staff is requesting Board approval to issue an Invitation to Negotiate to obtain a system that can initiate, monitor, and document participants’ progress through automated routines, and to move forward with the purchase which may exceed \$100,000 for the first year.

Motion: Mike Mikurak

Second: Karla Leavelle

The Executive Committee approves to issue a RFP to obtain an application that will automate routines and move forward with purchase.

Item 4 – Board Officers

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 Nominating Committee Recommends the following officers for 2016 – 2017:

Chair: Aundre Green

Chair Elect: Jack Geller

Treasurer: Dr. Robert Arnold

Secretary: Karla Leavelle

Motion: Tom Bedwell

Second: Anthony Degina

The Executive Committee recommends approval of 2016 – 2017 nominees for the Board Officer positions.

The motion carries.

Item 5 – Board of Directors reappointment

The following Board Members’ appointment term period will expire on June 30, 2016.

Representation	Name	Term Ends
Business	Kyle Barr	6/30/2016
Organized Labor: WOLO	Tom Bedwell	6/30/2016
OS Partners: Senior Services	Lounell Britt	6/30/2016
OS Partners: ETPA	Michael Grego	6/30/2016
Business	Sandy Ho	6/30/2016
OS Partners: ETPO	Kelly Kirschner	6/30/2016
OS Partners: ETPC	Bill Law	6/30/2016
Business	Michael Mikurak	6/30/2016
Business	Lenne Nicklaus-Ball	6/30/2016
Business	Mark Van Dame	6/30/2016

A message was sent to those board members whose term expires on June 30, 2016 asking whether s/he intends to seek reappointment. All have responded and agreed to serve another term.

Motion: Jack Geller
 Second: Karla Leavelle

The Executive Committee recommends approval to reappoint these Board Members for a two-year term, effective July 1, 2016 thru June 30, 2018. Upon approval, this recommendation will be forwarded to the appointing authority, the Pinellas County Board of County Commissioners.

The motion carries.

Item 6 – Budget Modification #6

Total budgeted revenue has increased from \$16,832,943 to \$17,155,111 for an overall increase of \$322,168. This is due to the following:

Workforce Investment Act Programs:
 Increase in WIOA Adult PY15 award of \$3,330
 Increase in WIOA DW PY15 award of \$3,138

Welfare Transition Programs:
 Increase in Welfare Transition award of \$315,700

Additionally, there was an increase in total expenditures of \$306,234.

Motion: Jack Geller
 Second: Mike Mikurak

The Executive Committee recommends approval of adjustments to the revenue budgets and modifications to the expenditures.

The motion carries.

Item 7 – Benefit Consulting Services

In February, 2016 an RFP for benefit consulting services solicited proposals from qualified firms with the technical expertise and an established track record to provide benefit consulting services. These services would include assisting WorkNet Pinellas d/b/a CareerSource Pinellas with strategic benefit planning, developing bids for insurance vendors, proposal evaluation, contract negotiation, on-going

contract evaluation, plan modification and other services required to obtain and maintain the best coverage and cost for our benefit programs.

In response to this RFP, a total of six companies submitted proposals. Each proposal was reviewed by a staff team of four directors.

The result of the evaluation scoring is as follows:

Company	Average score, out of 100
Arthur Gallagher	80.5
Brown & Brown	80.5
Excalibur	78.75
All Trust	78.25
AON	69.25
Insurance Office of America	65

While the ratings of the two highest rated proposals were a tie, three of the four directors on the review team rated Arthur Gallagher as #1.

Motion: Jack Geller
Second: Karla Leavelle

The Executive Committee approves entering into a one-year agreement with Arthur Gallagher for benefit consulting services at no cost to WorkNet Pinellas with the ability to extend that annual agreement for 3 additional consecutive years, depending on performance and satisfaction.

The motion carries.

Item 8 – Affordable Care Act

The Affordable Care Act (ACA) requires large employers to offer affordable health insurance coverage to their full-time employees or pay a fine that ranges from \$2000 to \$3000 *for every employee* over the first 30 employees. These penalties are triggered if a single full-time employee purchases health insurance coverage through the public insurance exchange (the “Marketplace”) and that employee obtains an insurance premium tax credit for that coverage due to the fact that the insurance offered by the employer does not meet the affordability definition.

The IRS definition for affordability states “If an employee’s share of the premium for employer-provided coverage would cost the employee more than 9.5% of that employee’s annual household income, the coverage is not considered affordable for that employee.” If an employer offers multiple healthcare coverage options, the affordability test applies to the lowest-cost employee-only option available to the employee.

Since most employers do not know an employee’s annual household income, the IRS provides 3 different methods, called safe harbors, for employers to determine and then report if the health insurance coverage offered is affordable. The three affordability safe harbors are (1) the Form W-2 wages safe harbor, (2) the rate of pay safe harbor, and (3) the federal poverty line safe harbor. Employers can use one or more of these 3 safe harbors to determine and then document that affordable health insurance was offered and must report this annually to the IRS.

Presently we have a 39% participation rate in our health insurance plans as more and more WorkNet Pinellas employees are electing to forgo the health insurance offered due to the high cost of the

coverage. Many use the benefit stipend provided to purchase health coverage on the open marketplace. This participation rate is continuing to erode and is contributing to the yearly increases in the cost of premiums which results in more employees electing to forgo health insurance offered by WorkNet – a vicious cycle.

In addition to the increasing cost of health insurance coverage which impacts affordability under the ACA, providing a benefit stipend which must be included in the gross wages figure and not separately identified on the W-2 does not give WorkNet the ability to prove that we pay the cost of health insurance as is required under the ACA. Because of these two factors, WorkNet is now facing the possibility of significant fines as we cannot document and report that we offered health insurance coverage that meets the IRS definition of affordability for 92.6% of our staff.

The Compensation Committee recommends approval to:

- Continue communicating with subject matter experts to prepare and alleviate any potential financial ramifications presented under the current IRS reporting regulations.
- Prepare a one page explanation with matrix for the Board.
- Send a notice to all eligible staff notifying them of this situation and requiring them to advise us if they are receiving a health insurance premium tax credit/subsidy.
- Revisit this issue prior to benefit open enrollment in late fall 2016.

To implement committee recommendations staff has drafted the attach Affordable Care Act policy for consideration and approval.

Motion: Jack Geller
Second: Karla Leavelle

The Executive Committee recommends approval of compensation committee recommendations to include revisiting of all available options including plan changes, benefit updates both to plan or current employee offerings, prior to benefit enrollment in fall of 2016.

The motion carries.

Item 9 – Approval of Program Year 2015 – 2016 Science Center Budget

The attached 2015 – 2016 Budget Plan provides the proposed revenue and expenditures budgets by funding group and expenditure categories.

Motion: Tom Bedwell
Second: Mike Mikurak

The Executive Committee recommends approval of the PY 2015-2016 budget as presented.

The motion carries.

Item 10 – JWB Youth Innovations of Pinellas Manufacturing & Engineering Program

JWB awarded \$80,000 to support a manufacturing & Engineering Program at Oak Grove and Morgan Fitzgerald. Programs to include CNC, Solidworks and 3D printing. The program will run for 2016 – 17 and 2017 – 18 school years.

Motion: Tom Bedwell
Second: Jack Geller

The Executive Committee recommends approval to move forward in support of the JWB Youth Innovations of Pinellas.

The motion carries.

Item 11 – Construction Trades

The National Center for Construction Education and Research (NCCER) is a not-for-profit education foundation made up of more than 125 construction CEO's and various association and academic leaders. NCCER offers curriculum in over 70 craft areas.

Motion: Jack Geller
Second: Mike Mikurak

The Executive Committee recommends approval to move forward with application process with the NCCER.

The motion carries.

Item 12 – PY 2016 – 2017 Planning Budget (Attachment F)

The attached 2015 – 2016 Budget Plan provides the proposed revenue and expenditures budgets by funding group and expenditure categories.

Motion: Jack Geller
Second: Karla Leavelle

The Executive Committee recommends approval of the PY 2015- 2016 budget as presented.

Other administrative matters

None at this time

Information

Engagement Letter for review.

Committee Reports

Finance Committee Report

- The Finance committee met on April 29, 2016.
- Through March 31, 2016 we are at 63.6% in expenditures. The current budget stands at \$17,155,109.
- The next meeting is May 27th, 2016.

One Stop Consortium

The One Stop Committee will meet on May 26th, 2016 at the Epi Center. The following are highlights from the coming meeting:

- **Central Traffic** dropped during the quarter with 28,130 job seeker visits to our centers during the January to March quarter. This is a 18% decrease from 34,465 visits during the previous quarter. Traffic at the Tyrone center continues to grow showing a 50% increase over previous quarter.
- CareerSource **Workshop Attendance** hit 2,085 job seekers in attendance with a total YTD of 5,945 job seekers attending a live workshop, taking on online workshop or using our new

application for work readiness and soft skills, Workplace Skills for the 21st Century, purchased and implemented during the October to December quarter.

Current Job Seeker services for the period of July through April 2016 show:

- Close to 54,000 customers served of whom 12,000 were new to the system and over 4,000 were Veterans.
- Over 365,000 job seeker services provided between self-service and staff assisted.
- 18,500 placements were reported from the Daily Governor's Report thru January showing a 6.2% increase over last year same period.

DEO Monthly management reporting thru March 2016 shows Pinellas with outstanding performance remaining in the top quartile in 28 out of 30 non-agricultural measures. Pinellas is #1 in 13 of these total measures.

Workforce Solutions Committee

- The Workforce Solutions Committee will meet on May 18th at 9:00am here at the EpiCenter. Among other items the committee will review and discuss the goals for next program year.
- Our Internship Hiring Event was held on April 14th, 2016 at the Doubletree-Tampa Airport/Westshore. There were 22 employers and 231 intern candidates in attendance. Examples of employers included: BayCare, Citi Group, Brighthouse, L-3 Security with positions such as: Cost Accountant, IT Support, Marketing, Research Analyst, and Engineers.
- Our youth virtual job fair dedicated to youth ages 16-24 will be held May 8 – May 14. If you know of any youth that may be interested in participating, please see the registration information on the flyer. Currently companies such as Amerilife, TSE Industries, Green Market Café, Chick fil A and Nielsen are participating. If you have any positions available, please contact Kristin.
- The Daily Governors report ranks each of the 24 boards based on job placement and compiles the daily information monthly. Region 14 has consistently ranked in the top 5 each month. The region ranked #1 in February and #3 in March.
- Manufacturing for the Future! On Wednesday April 20th CareerSource Pinellas and CareerSource Tampa Bay hosted a workshop to address: Training and a Skilled Workforce in Manufacturing. Over 40 individuals from the manufacturing community attended at the Science Center to discuss training needs and learn about upcoming opportunities.

Youth Economic Opportunity Committee

The Youth Economic Opportunity Committee has not met since the last Executive Meeting. The next Youth Committee meeting is scheduled for Friday, May 13, 2016. Some highlights from the upcoming meeting are as follows:

- To date we have enrolled 631 youth into a WIOA programs at 105% of annual goal.
- 153 Youth have successfully completed their WIOA program, with 125 entering employment, 27 entering post-secondary education and 1 joining the military. Average wage at placement is \$10.81 per hour.
- 54 Youth have participated in paid work experience or an on-the-job-training activity. The average duration of the PWE or OJT has been 10 weeks with an average placement or wage of \$11.35. The average cost has been running at \$4000 to \$4500 per PWE/OJT. Outcomes have been strong with over half the youth moving into unsubsidized employment following their experience.

Compensation Committee

- The Compensation Committee met on April 20th and reviewed everything that was included in today's agenda.
- The next meeting is scheduled for May 11th, 2016.

Science Center Committee

The Science Center Committee met on April 26th, 2016.

- 3D printing lab is underway with the donation from Duke Energy. Also the renovation to the Theater is progressing to use as a multipurpose room. Both renovations are expected to be complete by June 30th, 2016.
- Hired Brad Jenkins to oversee and assist with the 3D printing set up and programs.
- Steme and Overlay classes approximately 5,500 students, goal this year is 6,000.
- Spring break ended with 28 students enrolled.
- Summer Youth Programs

President's Report

- Strategic plan was submitted last week – Due April 30th, 2016. DEO will review then send to CareerSource Florida. Should hear back in the next few weeks to updates related to by-law changes.
- New budget for 2016-17 has small decrease.
- June & July will be busy due to fiscal year end closings. Overall a great year, and preparing for 2016/17.
- Budget includes 2 Million grant received from the State of Florida.

Public Comment

There were no public comments at this time.

Adjournment

The meeting was adjourned at approximately 12:04 p.m.