

**CareerSource Pinellas  
Consent Agenda of Executive Committee Meeting  
05/02/2018**

**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 of 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 2, 2018, at 11:00am

**Location:** 13805 58<sup>th</sup> Street North

**Call to Order**

Chairman Geller called the meeting to order at 11:00am.

There was a quorum present with the following Executive Committee members participating.

**Committee Members in attendance**

Dr. Robert Arnold (phone), Tom Bedwell, Jack Geller, Commissioner Patricia Gerard, Michael Mikurak, Lenne Nicklaus (phone), William Price (phone).

**Committee Members not in attendance**

Karla Leavelle, Sandy Ho

**Staff Present**

Jennifer Brackney, Alice Cobb, Don Shepherd, Anna Munro, Luna Clarke, Joseph Calhoun.

**Board Counsel:** Charles Harris- Trenam Law

**Guest (s):** Andrea Henning – Board Member- CSPIN  
Whitney Creech - Office of Comm. Gerard  
Marion Hale - Johnson Pope  
Melinda McKenna- D&D reporting  
Mark Puente and Zachary Sampson- Tampa Bay Times

**Chair's Report**

- Chairman provided his report, which was distributed as the Newsletter handout. The Chairman also addressed the most recent article by the Tampa Bay Times, which addressed the lack of Board members participation. The Chairman encourages members to voice their concerns and reiterated that any items may be brought forth to be discussed at full Board meetings, should any member choose to do so.

**Action Items**

**1. Approval of Minutes**

The minutes of the March 14, 2018 Executive Committee meeting were presented for approval.

Motion: Comm. Patricia Gerard

Second: Michael Mikurak

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

**2. WorkNet Pinellas, Inc. - Employer of Record**

WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas is the employer of record for the approximately 230 employees working for both CareerSource Pinellas and CareerSource Tampa Bay. WorkNet Pinellas, Inc. administers all employment activities related to these employees. As the employer, WorkNet Pinellas, Inc. has responsibility and liability under various employment laws, payroll administration, equal employment and human resource administration.

CareerSource Tampa Bay reimburses WorkNet Pinellas, Inc. for salaries associated with staff assigned to that region. With the administrative suspension of the CareerSource Pinellas and CareerSource Tampa Bay President and CEO, the Chairs of each Board appointed two Interim Directors to oversee the day to day operations of the organization, one for CareerSource Tampa Bay and one for CareerSource Pinellas. In the interim, the Payroll Coordinator and Human Resource Director have been reporting to both Interim Directors. The duties associated with these positions, include the following:

Payroll Administrator

- Prepares and manages payroll processes of employees.
- Gathers all payroll related data and creates report.
- Reviews and calculates timesheets data and hours worked.
- Calculates salaries, wages and overtime wage sheets.
- Manages, maintains and updates payroll related data.
- Updates salary sheets and schedules.
- Answers and clarifies employees on payroll related inquiries.
- Submits payroll reports and sheets on time to the finance or other related department.
- Assists administrative or finance staff in processing payrolls of new hires or terminated employees.

Human Resources Administration

- Recruits and Selects employees
- Compensation and Evaluations
- Training and Development
- Compliance and Terminations

Equal Employment

- Assures legal compliance in hiring
- Creates equal opportunity programs
- Implements proactive policies
- Handles equal opportunity complaints.

Motion: Michael Mikurak

Second: Comm. Patricia Gerard

*To ensure continuity of service delivery and to clarify lines of authority, the Executive Committee recommends aligning these positions with the Interim Director serving CareerSource Pinellas. The motion carried.*

**3. Approval of Program Year 2018-2019 Planning Budget (Attachments 1-4)**

Career Source 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 current budget of \$16,252,261 to a projected budget of \$11,564,332 an overall decrease of \$4,687,929. Most of the expenditure reductions are related to federal and state awards that will be ending PY2017-2018 such as the WIOA Performance Incentives, WIOA Community Based Sector Strategy Training Initiatives, WIOA Supplemental, Wagner Peyser Performance Incentives, Supplemental Nutrition Assistance Program (ERS), National Emergency Grant Sector Partnership, Robotics/Mechatronics Earmark Grant, Department of Children and Families Food For Families, Florida Makes and AmeriCorps. In addition, the Welfare Transition Program – Non Custodial Parent grant will be administered by another workforce board in FY2019. Carry-forward amounts are estimated and will be adjusted after Fiscal Year close in July.

In addition, several funding sources show a decrease because they are multiple year grants and the amount set aside for the PY 2018-2019 is less than the previous year, including the following: WIOA Community Based Sector Strategy IT Training (\$42,000), WIOA Governor's Challenge – Hurricane Maria Outreach (\$11,280), National Emergency Grant – Hurricane Maria (\$25,000), DOL YouthBuild (\$311,887), Able Trust (\$24,011) and Juvenile Welfare Board Youth Innovators (\$2,195). Lastly, the WIOA Dislocated Worker grant was reduced by 18 percent and Trade Adjustment Assistance (TAA) was decreased by 12 percent; additional TAA funding can be requested if needed.

Attachments:

FY 19 CareerSource Pinellas Planning Budget  
FY 19 Science Center Budget  
FY19 Budget Preparation – Revenue Estimates  
FY19 Budget Request supporting details.

Motion: Tom Bedwell

Second: Comm. Patricia Gerard

*The Executive Committee recommends approval of the planning budgets to have in place for July 1, 2018 and provide to the Pinellas Board of County Commissioners for their approval. Final submission will be provided to the State Workforce Board for review. The motion carried.*

**4. Approval of Program Year 2017 – 2018 Budget Modification No. 5 (Attachments 5-6)**

Total budgeted revenue has increased from \$15,909,627 to \$16,252,262 for an overall increase of \$342,635. This is due to the following:

Workforce Innovation and Opportunity Act Programs:

Increase in WIOA Sector Strategies Construction for \$50,000

Employment Services Programs:

Increase in Veteran's programs of \$27,635

Direct Grants and Special Programs:

New award - NEG Hurricane Maria of \$50,000

Increase in Science Center of \$215,000

Motion: Patricia Gerard

Second: Michael Mikurak

*The Executive Committee recommends approval of adjustments to the revenue budgets and resultant modifications to the expenditures budgets. The motion carried.*

**5. Financial Institution - Authorized Signer**

USAmeriBank is the Organization's financial institution. Edward Peachey – former President and CEO—is an authorized signer on this account.

On February 14, 2018, Jennifer Brackney was appointed as the Interim Director by the CareerSource Pinellas Executive Committee. The Board of Directors voted to terminate Mr. Peachey without cause, on March 21, 2018 at their regularly scheduled meeting

Motion: Patricia Gerard

Second: Michael Mikurak/ Bill Price

*The Executive Committee recommends removing Edward Peachey as authorized signer on USAmeriBank accounts and adding Jennifer Brackney as an authorized signer. The motion carried.*

**6. Discussion Item- Incentives for Staff within Business Services ( Attachments 7-8)  
(No votes were taken)**

The Account Executives and Recruiters within the Business Services Department of CareerSource Tampa Bay and CareerSource Pinellas have received monthly incentives for the past several years in accordance with a plan approved at the beginning of each program year by the President and

CEO. These incentives were in addition to these staff's base salary and were earned based on meeting established measurable monthly goals that were developed annually by the President and CEO and the Director of Business Services and distributed to the staff. Currently there are 7 Account Executives and 15 Recruiters within the Business Services Department of CareerSource Tampa Bay and CareerSource Pinellas that are eligible to earn incentives. The entry level salary in the compensation plan for these two positions was determined through the study completed by Evergreen Solutions in June 2016. See salary range below:

Position Title	Minimum Salary	Mid Salary	Max Salary
Recruiter	\$40,000	\$ 52,000.00	\$ 64,000.00
Business Account Executive	\$46,600	\$ 60,600.00	\$ 74,600.00

However, due to the potential to earn incentives (up to \$16,800 annually in Program Year 2017-2018), new staff hired into the Recruiter positions were hired at a salary of \$35,000. In all cases in the last several years, Account Executives were promoted from Recruiters within the organization at a salary of \$45,500 and not recruited/hired from external sources. Examples of the pre-defined goals established for Account Executive and Recruiter positions for this current program year are shown in Attachment I. These goals, included as examples, were adjusted/revised for "specialty" Account Executive and Recruiter positions. Each month staff report their actual results, those results are audited and a comparison against goals is completed. If staff exceed their monthly goals, an established incentive is paid. The incentive plan put into place at the beginning of this program year, July 1, 2017, remains active and the Account Executives and Recruiters continue to earn incentives under this plan. Account Executive and Recruiters' goals change each year; in one previous year for example, the goals were based on a team's achievements. The average incentive earned and paid to Recruiters and Account Executives in calendar year 2017 was \$5,234.76. Graphs showing the amount of incentives earned and paid to each Recruiter and Account Executive in 2016 and in 2017 are shown in Attachment II. Please note that the incentive plan usually changed mid calendar year with the change in our program year which begins July 1<sup>st</sup> of each year.

No other staff within CareerSource Tampa Bay or CareerSource Pinellas, including other Business Services staff, have the opportunity to earn monthly incentives for work accomplished and/or goals met. In addition, in 2016 when Evergreen Solutions surveyed other workforce boards within the state to quantify the incentives they provided to staff, they reported "WorkNet currently offers employees in the Recruiter and Lead Business Services Recruiter additional financial incentives based on successful performance. Evergreen included questions relating to this incentive pay in its survey process. Of those peers that responded to these questions, none provided an incentive for their recruiter positions in the form of a one-time incentive. However, these same peers acknowledged that these employees' placement rates are a major factor in the performance review process, which determines the size and eligibility of employee raises."

Finally, questions have been raised in the last few months as to whether the goals included in these incentive plans resulted in practices that are now being questioned as to their allowability and appropriateness.

### **Discussion**

The CareerSource Tampa Bay and CareerSource Pinellas Committees and Boards should discuss and determine if these monthly incentives for the Account Executive and Recruiter positions within the Business Services Department are justifiable, relevant, reasonable, defensible, and necessary to accomplish the vision of the Workforce Innovation Act – to "improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of businesses and enhance the productivity and competitiveness of the Nation."

If the Board determines that these monthly incentives for the Account Executive and Recruiter positions within the Business Services Department should continue, then further discussion will be needed on at least the following topics:

- How the incentive plan will be structured going forward (i.e., timing of incentives, difficulty vs. simplicity of plan, etc.),

- The types of goals/objectives that should be established to ensure unintended results are not achieved (what you measure is what you'll get),
- The balance needed in the actual measurable goals that will motivate but not discourage staff,
- The percentage of total salary or amount that should be available to be earned as incentives, and
- Whether or not there will be a cap on the amount of incentive available to be earned.

If the Board determines that these monthly incentives for the Account Executive and Recruiter positions within the Business Services Department should not continue, then further discussion will be needed on at least the following topics:

- Will these incentives be ended immediately or phased out over a period of time,
- What will take the place of these incentives (such as a salary increase, non-monetary incentives, etc.), if anything, and

Will this put CareerSource Tampa Bay and CareerSource Pinellas at a disadvantage in future recruiting to fill any vacancies in these positions?

**Outcome**

*No action was taken on this matter. The Committee recommends keeping the incentives plan the way it is, for the time being. Staff and HR will work to provide recommendations on possible options to move forward. The Committee will reconvene in the new fiscal year for further discussion on the matter, after a clearer organizational structure has been established.*

**7. Compensation and Goals for Interim Directors (Attachments 9-12)**

With the administrative suspension of the CareerSource Pinellas and CareerSource Tampa Bay President and CEO on February 14, 2018 and February 2, 2018 respectively, the Chairs of each Board appointed a current staff Director to serve as Interim Director to oversee the day to day operations of the organization and ensure a continuity of service delivery. As the length of this assignment was undetermined, no adjustment in compensation was authorized at the time of the appointment. The roles and responsibilities of the Interim Director position are significantly more comprehensive and wide-ranging than the roles and responsibilities of the positions these individuals had before their appointment as Interim. See position descriptions under Attachment I. Juditte Dorcy was the Director of the Youth Department (Director of Programs) overseeing the delivery of services to youth and Jennifer Brackney was a Director of Projects responsible for various special projects such as grant writing and drafting the organization's five year plan. Goals were established previously by the Compensation Committee and then full CareerSource Pinellas Board for the President and CEO – those annual goals are shown in Attachment II. In this current situation, these goals may or may not be reasonable and applicable for the two Interim Directors. The goals set for the Interim Directors for their previous position's responsibilities are not applicable to this new role as Interim. The salary ranges in the compensation plan for these two Director's and President and CEO positions follow:

Position Title	Minimum Salary	Mid Salary	Max Salary
Director of Projects	\$ 74,000.00	\$ 96,200.00	\$ 118,400.00
Director of Programs	\$ 79,900.00	\$ 103,900.00	\$ 127,900.00
President and CEO	\$ 140,000.00	\$ 182,000.00	\$ 224,000.00

Both the CareerSource Pinellas and CareerSource Tampa Bay Boards have, in publicly noticed meetings, voted to terminate the President and CEO without cause effective with the latest date of a vote by the Board on March 21, 2018.

**Discussion**

The CareerSource Tampa Bay and CareerSource Pinellas Committees and Boards should discuss and determine if it is justifiable, reasonable, and defensible to adjust the compensation of both Interim Directors, Jennifer Brackney and Juditte Dorcy and, if so, the method of that

increase (salary increase, monthly bonus tied to goals accomplished, end of interim assignment bonus tied to accomplishments, etc.) and the amount of the adjustment. In addition, regardless of the decision on compensation, measureable and meaningful goals should be established for the Interim Directors and a process of evaluation of accomplishments should be designed and implemented.

#### **Attachments**

Attachment I – Position descriptions

Attachment II – President and CEO annual goals

Attachment III – Current compensation

Attachment IV – Accomplishments to date

**Previous motion**, made by Compensation Committee: The Compensation Committee recommends that each Interim Director be compensated an additional one thousand dollars (\$1000) per month, for every month that they have been performing, and continue to perform their Interim duties.

#### **The motion was amended as follows:**

1. Increase Jennifer Brackney's base salary by \$5000, retroactively to February 1, 2018, when she took on the roles of Interim Director. This will put both Brackney and Dorcy on equal salaries.
2. Compensate both Interim Directors an additional one thousand dollars (\$1000) per month, retroactively, beginning February 1<sup>st</sup>, 2018, for every month that they have been performing, and continue to perform their Interim duties.
3. Change titles to "Interim Executive Director".
4. This action shall be reviewed in 2 months' time.

Motion: Tom Bedwell

Second: Comm. Patricia Gerard

*The Executive Committee recommends approval of the amended motion. The motion carried.*

#### **8. Approval of Minutes**

The minutes of the April 12, 2018 Joint Ad Hoc Committee meeting were presented for approval.

Motion: Michael Mikurak

Second: Tom Bedwell

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

#### **Other Administrative Matters**

There were none.

#### **Information Items**

##### **A. Science Center Update**

The Science Center is an independent, science and technology center dedicated to delivering innovative, dynamic learning experiences that piques the curiosity of young minds, while laying a foundation for relevance of STEM to their future career options. It is located on seven acres in west Saint Petersburg; the 28,000 square foot space features a planetarium, observatory, and a 600-gallon marine touch tank. Through real-world applications, we expose people of all ages to the possibilities of science and technology to create a better future for young science enthusiasts, the Science Center provides hands on classroom activities and educational camps that explore our environment, robotics and outer space! For adults, the Science Center offers employability skills programs for occupations in high demand and workshops to expand career development in a professional learning environment. In addition to providing valuable scientific and high tech experiences, the Science Center supports local businesses and industry with current workforce needs assessments, customized training and solutions for growth. The Science Center is in the midst of a transformation that will enable us to expand the STEM education and career development

offerings in Pinellas County. As we embark on this next chapter, the commitment to provide innovative STEM education continues. Therefore, as we think about the future of the Science Center, we must also consider the financial impact. Background: Effective December 12, 2014, a business loan was obtained for the principal amount of \$700,000 with an interest at a rate of 4.650% per annum based on a year of 360 days. The proceeds of the loan were used to pay-off the remaining principal and interest of the mortgage payable existing at June 30, 2014. The payment terms require 59 regular payments of \$4,511 each and one irregular payment of \$585,710. The final payment will be due on December 10, 2019, and will be for all principal and all accrued interest not yet paid. In order to move forward strategically and, in an effort to provide pertinent information well in advance of 12/10/2019, we are in the process of reaching out to the financial institution to determine options for the balloon payment.

**B. Financial update for period ended March 31, 2018 (Attachment 13)**

The grant award to expenditures report was provided in the meeting packet. CareerSource Pinellas has expended approximately 57% of its 2017-2018 budgets

**C. Anonymous Letter dated 4/13/2018 (Attachment 14)**

An anonymous letter was received by Commissioner Patricia Gerard. This item was included in the packet and has been shared with the Board.

**D. Board Members Attendance (Attachment 15)**

A roster was provided at the meeting, detailing Board members attendance from 2016 thru 2018 (current).

**E. Board of County Commissioners Workshop of April 17, 2018**

- The Pinellas Board of County Commissioners met on April 17, 2018 for a workshop.
- General discussion regarding the workshop ensued: i.e.: current board members to re-submit applications to serve on the board

**Presentation by Board Counsel (PowerPoint attached)**

Board Counsel (Charles Harris) provided a review on who has the authority to remove Board Members, based on Federal and Florida Statutes. The Executive Committee approved Counsel to work with the County Attorney and County Commissioners, to resolve any differences.

**Committee Reports**

- Ad Hoc Committee: The Joint Ad Hoc Committee met on April 12<sup>th</sup> at the Epicenter. The minutes of that meeting were presented for approval at today's meeting. The main purpose was to continue the discussion around the organizational structure, and options to consider when moving forward.
- Audit Committee: We have reached out to the audit firm Powell and Jones and will schedule a review of internal controls and reports during the first part of May. We will schedule an audit committee meeting following the review
- Finance Committee: The Finance Committee met on April 24, 2018. The items discussed were the Budget Mod.# 5, the Financial institution authorized signer, and the Science Center loan update. Those items were presented/ discussed at today's meeting.
- Compensation Committee: At our committee meeting on April 2<sup>nd</sup> two items were on the agenda for committee consideration: incentives for Business Services staff and compensation and goals for the two Interim Directors. After a lengthy discussion the Compensation Committee determined that the incentives for Business Services staff currently in place should remain until further review is completed and best practices are identified. This will be brought back to the Committee for review and action. The Compensation Committee also decided that it was justifiable, reasonable, and defensible to increase the base salary of both Interim Directors by \$1000/month retroactive to the start of this interim director assignment in consideration of the additional workload and responsibilities both individuals agreed to when they were asked to serve as Interim Director. The Committee is recommending that this increase remain in place until it is reconsidered by the Executive Committee and full Board.
- One Stop Consortium: The date for the next One Stop Committee meeting has been changed to May 17<sup>th</sup> from original date of May 24<sup>th</sup>. The change allows us to accommodate the Pinellas County school schedule and the annual presentation of our "Teach for Excellence" 2017-2018 grantee

winners. The meeting will be here at the EpiCenter at 9:00 am. A reminder notice will be sent. We would also like to invite the executive committee members to join us at the upcoming meeting if you are available. The Teach for Excellence 2017-2018 STEM/Career Education grant recipients will do a presentation for the committee on the usage and impact of their grant award. Our winners this year include the following schools and projects. Grant awards are up to \$5,000.

- Largo Middle School – Beat the Flood
- Carwise Middle School – Carwise Media Production Project
- Bay Point Middle School – 3D Automotive Engineering (sounds very exciting!!)
- Gulf Beaches Elementary School – Laser Creation
- Azalea Middle School – Urban Robotics Project
- Disston Academy 3D Printer Technology and Video Project

Again, the next meeting is scheduled for Thursday, May 17th at 9 am.

-Workforce Solutions: The next meeting will be **Tuesday, May 15** at 2:30 pm at the EpiCenter.

-Science Center Committee: The last Science Center Committee meeting was cancelled. The next meeting will be **Friday, May 25** at 11 am at the Science Center in the JWB auditorium. Some highlights from this upcoming meeting are:

**Let's Pave the Way - Science Center Parking Lot Beautification:** Through a capitalization grant award from the Juvenile Welfare Board, funding is available to repave the parking lot and restripe lines. The \$38,000 renovation also includes the non-paved parking lot inside the back fence, used by staff and vendors. Work starts in May and is to be completed prior to the start of Summer Camp 2018.

**Summer Camp 2018:** Summer Camp outreach has been underway! Youth reservations to date are just over 100 with roughly 1/3 of registered youth using before and after care. We hope to have about 600 attendees again this year. Summer camp 2018 starts on May 29<sup>th</sup> and will run thru August 10<sup>th</sup>. A great menu of camp activities and events are on deck for the summer. Any interested parents are invited to go online to register <http://www.sciencecenterofpinellas.org/youth/>

#### **Interim Executive Director's Report**

- The DEO/USDOL provided a "soft exit" update of their on-site monitoring on April 20, 2018. Some of the recommendations were related to: tightening internal controls, re-issuing the One-Stop Operator procurement, adhering to Sunshine Provision by posting minutes and agendas online. It was also recommended to conduct additional training of board members, to review their roles, responsibilities in the governance of the organization.

#### **Public Comments**

None

#### **Adjournment**

The meeting was adjourned at 12:30 P.M.

#### **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 of the Executive Committee be brought before the full Board. If no such request is made, the actions of the Executive Committee shall stand.***

# Attachment 1

CareerSource Pinellas  
 CAREERSOURCE PINELLAS BUDGET  
 PY 2018 (July 2018-June 2019)

	Workforce Innovation & Opportunity Act Programs	Employment Services Programs	Welfare Transition Programs	Direct Grants and Special Projects	CareerSource Pinellas Budget PY 18-19	CareerSource Pinellas Budget PY 17-18	Increase/(Decrease) Budget PY19 & PY18
<b>REVENUE</b>							
P.Y. 2017 CONTRACTS	4,130,152	1,554,688	2,248,158	1,140,000	9,072,998	14,472,275	(5,399,277)
CARRYFORWARD	2,126,334	115,000	-	250,000	2,491,334	1,779,986	711,348
<b>TOTAL REVENUE</b>	<b>6,256,486</b>	<b>1,669,688</b>	<b>2,248,158</b>	<b>1,390,000</b>	<b>11,564,332</b>	<b>16,252,261</b>	<b>(4,687,929)</b>
<b>EXPENDITURES:</b>							
<b>CAREERSOURCE PINELLAS ADMIN</b>	<b>406,672</b>	<b>176,747</b>	<b>146,130</b>	<b>90,350</b>	<b>819,899</b>	<b>1,211,475</b>	<b>(391,576)</b>
Indirect Cost Rate							
<b>PROJECTED EXPEND</b>	<b>406,672</b>	<b>176,747</b>	<b>146,130</b>	<b>90,350</b>	<b>819,899</b>	<b>1,211,475</b>	<b>(391,576)</b>
TOTAL ADMIN % FUNDS AVAIL	6.5%	10.6%	6.5%	6.5%	7.1%	-1.3%	8.4%
<b>PROGRAM SERVICES:</b>							
<b>SERVICE PROVIDER CONTRACTS:</b>							
Business Services	778,192	-	207,806	324,002	1,310,000	1,850,000	(540,000)
Resource Room Services	-	-	-	-	-	-	-
Case Management	1,183,000	625,000	985,000	148,500	2,941,500	3,110,000	(168,500)
Participant	1,390,000	225,000	385,000	30,000	2,030,000	2,385,000	(355,000)
Pinellas Education Foundation							
Out of School Staff	200,000	-	35,000	-	235,000	250,000	(15,000)
Out of School Participant	250,000	-	35,000	-	285,000	285,000	-
In School Youth Staff	10,000	-	-	-	10,000	10,000	-
In School Youth Participant	15,000	-	-	-	15,000	15,000	-
Junior Achievement	-	-	150,000	-	150,000	150,000	-
Gulf Coast - NCEP	-	-	-	-	-	1,315,000	(1,315,000)
<b>SUB TOTAL SERVICE PROVIDER</b>	<b>3,826,192</b>	<b>850,000</b>	<b>1,797,806</b>	<b>502,502</b>	<b>6,976,500</b>	<b>9,370,000</b>	<b>(2,393,500)</b>
<b>CAREERSOURCE PINELLAS SUPPORT SERVICES:</b>							
INDIRECT COST RATE	187,695	81,576	67,445	41,700	378,416	519,204	(140,788)
PROGRAM STAFF DIRECT	150,000	-	-	597,000	747,000	1,525,000	(778,000)
DEO STAFF TRAVEL	-	10,000	-	-	10,000	20,000	(10,000)
ONE STOP CENTER OPERATING	306,856	165,960	111,920	64,264	649,000	650,000	(1,000)
MIS/TECHNOLOGY	183,428	107,980	55,960	32,632	380,000	380,000	-
COMMUNITY OUTREACH	11,544	242,982	4,663	7,569	266,758	263,428	3,330
EMPLOYMENT SERVICES	-	-	-	-	-	-	-
EMPLOYED WORKER TRAINING	325,000	-	-	-	325,000	470,000	(145,000)
SUBSIDIZED EMPLOYMENT	765,000	-	50,000	-	815,000	985,000	(170,000)
TRAINING INCENTIVES/TRAINING	60,000	20,000	-	-	80,000	425,000	(345,000)
STAFF INVENTIVES	-	-	-	-	-	75,000	(75,000)
ONE STOP STAFF TRAINING	15,343	5,798	5,596	3,263	30,000	30,000	-
<b>SUB TOTAL CAREERSOURCE PINELLAS SUPP SVCS</b>	<b>2,004,866</b>	<b>634,296</b>	<b>295,584</b>	<b>746,428</b>	<b>3,681,174</b>	<b>5,342,632</b>	<b>(1,661,458)</b>
<b>TOTAL DIRECT CLIENT</b>	<b>5,831,058</b>	<b>1,484,296</b>	<b>2,093,390</b>	<b>1,248,930</b>	<b>10,657,674</b>	<b>14,712,632</b>	<b>(4,054,958)</b>
<b>EXCESS</b>	<b>18,756</b>	<b>8,645</b>	<b>8,638</b>	<b>50,720</b>	<b>86,759</b>	<b>328,154</b>	<b>(241,395)</b>
<b>SUMMARY</b>							
TOTAL AVAILABLE	6,256,486	1,669,688	2,248,158	1,390,000	11,564,332	16,252,261	(4,687,929)
TOTAL DIRECT CLIENT	5,831,058	1,484,296	2,093,390	1,248,930	10,657,674	14,712,632	(4,054,958)
TOTAL ADMINISTRATIVE	406,672	176,747	146,130	90,350	819,899	1,211,475	(391,576)
TOTAL BUDGETED COST	6,237,730	1,661,043	2,239,520	1,339,280	11,477,573	15,924,107	(4,446,534)
EXCESS/(DEFICIENCY)	18,756	8,645	8,638	50,720	86,759	328,154	(241,395)

Total = Total Case Mgt salaries  
 Total = Total Indirect

## Attachment 2

**CareerSource Pinellas  
 Science Center Budget  
 PY 2018 (July 2018-June 2019)**

	STEMe	STEIC	Other Mfg Programs	Able Trust	FY 18/19 Total	FY 17/18 Total	\$ Change	% Change
<b>Revenues and support:</b>								
Camps and aftercare	140,000	-	-	-	140,000	120,000	20,000	17%
STEIC manufacturing	-	-	25,000	-	25,000	100,000	(75,000)	-75%
Cyber Security	-	60,000	-	-	60,000	75,000	(15,000)	-20%
Educational programs	70,000	-	-	-	70,000	60,000	10,000	17%
Contributions and sponsorships	65,000	-	-	-	65,000	65,000	-	0%
Grant revenue - Local	42,500	-	-	85,000	127,500	100,000	27,500	28%
Store Sales	7,500	-	-	-	7,500	7,500	-	0%
In-kind	5,000	-	-	-	5,000	5,000	-	0%
<b>Total revenues and support</b>	<b>330,000</b>	<b>60,000</b>	<b>25,000</b>	<b>85,000</b>	<b>500,000</b>	<b>532,500</b>	<b>(32,500)</b>	
<b>Expenses:</b>								
Salaries and Fringe	135,000	-	5,000	31,000	171,000	160,000	(11,000)	-7%
Contract labor-STEIC manufacturing	-	-	11,500	-	11,500	25,000	13,500	54%
Contract labor-education programs	65,000	-	-	-	65,000	65,000	-	0%
Cyber security expense	-	60,000	-	-	60,000	75,000	15,000	20%
Customer Training	-	-	-	35,000	35,000	40,000	5,000	13%
Interest expense	25,000	-	-	-	25,000	25,000	-	0%
Indirect/Admin	30,000	-	2,500	4,000	36,500	45,000	8,500	19%
Occupancy	19,000	-	2,500	10,000	31,500	32,500	1,000	3%
Community outreach	17,500	-	2,500	5,000	25,000	27,500	2,500	9%
Office/operating expenses	12,000	-	1,000	-	13,000	12,500	(500)	-4%
Accounting and professional	2,500	-	-	-	2,500	2,500	-	0%
Insurance	4,000	-	-	-	4,000	4,000	-	0%
Vehicle expense	1,000	-	-	-	1,000	1,000	-	0%
Store Supplies	5,000	-	-	-	5,000	5,000	-	0%
In-kind	5,000	-	-	-	5,000	5,000	-	0%
<b>Total Expenses</b>	<b>321,000</b>	<b>60,000</b>	<b>25,000</b>	<b>85,000</b>	<b>491,000</b>	<b>525,000</b>	<b>34,000</b>	
<b>Change in unrestricted net assets</b>	<b>9,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,000</b>	<b>7,500</b>	<b>1,500</b>	

## Attachment 3

**CSPIN  
Revenue Projections with Variances**

	Fiscal year 2017/18	Projected Fiscal year 2018/19	\$ Change	% Change	Comments
<b>Workforce Innovation &amp; Opportunity Act</b>					
WIOA Adult	1,624,489.00	1,719,865.00	95,376.00	6%	Level funding allocations from DEO - increase relates to projected carryforward
WIOA Youth	1,520,618.00	1,567,146.00	46,528.00	3%	Level funding allocations from DEO - increase relates to projected carryforward
WIOA Dislocated Worker	2,841,877.00	2,323,141.00	(518,736.00)	-18%	Received \$500k in supplemental funding in PY18
WIOA Performance Incentives	196,635.00	-	(196,635.00)	-100%	None anticipated in FY19
WIOA Community Based Sector Strategy Training Initiative	134,179.00	-	(134,179.00)	-100%	Projected to fully expend by 6/30/18
WIOA Community Based Sector Strategy Career READY	140,000.00	135,000.00	(5,000.00)	-4%	
WIOA Community Based Sector Strategy IT Training	180,000.00	138,000.00	(42,000.00)	-23%	2 year grant split between fiscal years
WIOA Community Based Sector Strategy Construction	110,000.00	30,000.00	(80,000.00)	-73%	2 year grant split between fiscal years
WIOA Governor's Challenge	283,334.00	333,334.00	50,000.00	18%	No anticipated expenditures in FY18 - carryforward to FY19
WIOA Governor's Challenge - Hurricane Maria Outreach	21,280.00	10,000.00	(11,280.00)	-53%	2 year grant split between fiscal years
WIOA Supplemental	214,666.00	-	(214,666.00)	-100%	No guarantee of receipt
<b>Total Workforce Innovation &amp; Opportunity Act</b>	<b>7,267,078.00</b>	<b>6,256,486.00</b>	<b>(1,010,592.00)</b>	<b>-14%</b>	
<b>Employment Services</b>					
Wagner Peyser	600,057.00	597,688.00	(2,369.00)	0%	
Wagner Peyser Performance Incentives	14,259.00	-	(14,259.00)	-100%	None anticipated in FY19
Wagner Peyser Coop Outreach Prog	42,282.00	42,000.00	(282.00)	-1%	
Veterans Programs	152,635.00	150,000.00	(2,635.00)	-2%	
Supplemental Nutrition Assistance Program	549,706.00	550,000.00	294.00	0%	
SNAP ERS	30,700.00	-	(30,700.00)	-100%	None anticipated in FY19
Unemployment Compensation/REA	56,010.00	55,000.00	(1,010.00)	-2%	
Trade Adjustment Assistance (TAA)	312,766.00	275,000.00	(37,766.00)	-12%	Additional funds can be requested based on layoffs
<b>Total Employment Services</b>	<b>1,758,415.00</b>	<b>1,669,688.00</b>	<b>(88,727.00)</b>	<b>-5%</b>	
<b>Welfare Transition</b>					
Welfare Transition Program	2,346,034.00	2,248,158.00	(97,876.00)	-4%	
Welfare Transition Program - Non Custodial Parent	1,416,000.00	-	(1,416,000.00)	-100%	Will be administered by another workforce board in FY19
<b>Total Welfare Transition</b>	<b>3,762,034.00</b>	<b>2,248,158.00</b>	<b>(1,513,876.00)</b>	<b>-40%</b>	
<b>Direct Services &amp; Special Projects</b>					
Reemployment & Eligibility Assessments	404,488.00	400,000.00	(4,488.00)	-1%	
National Emergency Grant - Sector Partnership	186,937.00	-	(186,937.00)	-100%	Grant ends 6/30/18
National Emergency Grant - Hurricane Maria	50,000.00	75,000.00	25,000.00	50%	2 year grant split between fiscal years
Robotics/Mechatronics Earmark Grant	400,000.00	-	(400,000.00)	-100%	Grant ends 6/30/18
DOL- Youthbuild	636,887.00	325,000.00	(311,887.00)	-49%	Year and a half of grant remaining - primarily follow up
Department of Children and Families - Food for Families	635,000.00	-	(635,000.00)	-100%	Special project in FY2018
Florida Makes	366,602.00	-	(366,602.00)	-100%	Grant ended 2/28/18
Americorp	193,614.00	25,000.00	(168,614.00)	-87%	Grant ends 7/31/18
Able Trust	109,011.00	85,000.00	(24,011.00)	-22%	Final year of 3 yr grant
Juvenile Welfare Board Youth Innovators	67,195.00	65,000.00	(2,195.00)	-3%	
Science Center/STEMe	415,000.00	415,000.00	-	0%	
<b>Total Direct Services &amp; Special Projects</b>	<b>3,464,734.00</b>	<b>1,390,000.00</b>	<b>(2,074,734.00)</b>	<b>-60%</b>	
<b>Total All</b>	<b>16,252,261.00</b>	<b>11,564,332.00</b>	<b>(4,687,929.00)</b>	<b>-29%</b>	

# Attachment 4

**CareerSource Pinellas  
FY19 Budget Request Supporting Detail  
PY 2018 (July 2018-June 2019)**

<b>Funding Source</b>	<b>Professional Svcs</b>	<b>General Consulting</b>	<b>Other Contractual services</b>	<b>Travel &amp; Per Diem</b>	<b>Rentals &amp; leases</b>	<b>Books, Publications, etc.</b>	<b>Other Current Charges &amp; Obligations</b>	<b>Capital Outlay</b>	<b>Total</b>
WIOA Adult	2,591.99	-	26,921.96	6,009.79	36,478.47	-	-	1,118.96	73,121.17
WIOA Youth	2,944.40	-	26,973.42	8,316.28	40,233.72	-	-	1,190.58	79,658.40
WIOA Dislocated Worker	1,446.02	-	11,819.60	4,673.21	19,410.31	-	-	551.32	37,900.47
WIOA Community Based Sector Strategy Career READY	86.44	-	981.40	165.98	1,056.41	-	-	41.45	2,331.68
WIOA Community Based Sector Strategy IT Training	123.38	-	1,412.13	232.22	1,519.20	-	-	59.32	3,346.25
WIOA Community Based Sector Strategy Construction	88.10	-	535.02	361.26	611.24	-	-	35.60	1,631.22
Wagner Peyser	3,418.40	-	43,822.85	4,494.49	46,791.74	-	-	1,710.58	100,238.06
Wagner Peyser Coop Outreach Prog	1,515.17	-	20,130.85	1,700.29	21,447.12	-	-	768.29	45,561.72
Veterans Programs	435.95	-	5,785.82	491.80	6,164.54	-	-	220.96	13,099.07
Supplemental Nutrition Assistance Program	1,948.41	-	24,705.02	2,673.77	28,823.64	-	-	941.87	59,092.71
Unemployment Compensation/REA	281.22	-	3,778.23	298.29	4,022.56	-	-	143.20	8,523.49
Trade Adjustment Assistance (TAA)	313.48	-	3,780.22	510.66	4,052.36	-	-	153.46	8,810.18
Welfare Transition Program	8,051.21	-	97,685.41	12,864.44	118,247.59	-	-	3,786.45	240,635.09
Reemployment & Eligibility Assessments	581.11	-	7,310.21	821.40	8,567.17	-	-	279.74	17,559.63
Americorp	54.70	-	278.02	246.66	325.32	-	-	21.33	926.04
DOL- Youthbuild	169.93	-	863.73	766.29	1,010.67	-	-	66.26	2,876.89
Juvenile Welfare Board Youth Innovators	2.92	-	14.83	13.16	17.35	-	-	1.14	49.39
Able Trust	92.42	-	103.80	92.09	121.45	-	-	7.96	417.72
Science Center/STEMe	191.08	-	2,010.05	908.49	2,237.87	-	-	112.19	5,459.68
<b>Totals</b>	<b>24,336.33</b>	<b>-</b>	<b>278,912.56</b>	<b>45,640.57</b>	<b>341,138.75</b>	<b>-</b>	<b>-</b>	<b>11,210.65</b>	<b>701,238.86</b>

**Professional Services 24,336.33**

Purpose	Amount	Vendor	Justification
Background screening	1,327.07	Sarma/MAF Background Screening	Federal contractors require clear background for hire. Performed as part of soldering/cabeling
Drug Testing	1,769.42	Alliance Health and Safety	Federal contractors require clear background for hire. Performed as part of soldering/cabeling
Fingerprinting	14,904.40	Certiphi	Level II requirements by DEO
Employment verification	6,148.53	Talx Corporation	3rd party employment verification as required by DEO policy.
Sign language	186.91	Access Interpreting Services. LLC	Reasonable accommodation for accessing One-Stop services

**Other contractual services 278,912.56**

Purpose	Amount	Vendor	Justification
Outsourced IT	278,912.56	Complete Technology Solutions	IT services

**Travel and Per Diem 45,640.57**

Purpose	Amount	Justification
CSF Partners Council Meeting	1,675.32	Cost involved in attending CareerSource Florida for executive level position.
EMSI Conference	1,309.55	Labor market. Maintain proficiency with database.
Finance Officers Group Meeting	280.46	Meetings with Florida Finance Officers Group to stay current with local workforce board accounting policy/practices/upcoming legislative practices/changes
Florida Workforce Development Association Conference	5,857.56	Executive Directors Group conference meetings
Geographic Solutions Conference	1,035.60	Remain proficient with Employ Florida
Staff Mileage reimbursement - local travel	17,994.85	Travel by staff between offices and other business related activities.
National Association for Workforce Boards Conference	11,942.06	Meeting with other workforce boards to stay current with workforce board practices and changes.
Statewide CareerSource Florida Meeting	1,486.39	State workforce board meeting - ongoing executive position level meeting
Workforce Summit Conference	4,058.78	Meeting with other workforce boards to stay current with workforce board practices and changes.

**Rental and Leases 341,138.75**

Purpose	Amount	Vendor	Justification
Postage Machine	4,363.33	Pitney Bowes	To meet postage needs for day-to-day business operationg
Copier lease	42,083.64	A&E Leasing II	To meet copy, printing, faxing and scanning needs for day-to-day business operations.
Administration Office: EpiCenter lease	112,672.64	St. Petersburg College	Facility space for Administrative office
One Stop Center: Tarpon Springs Lease	28,121.90	St. Petersburg College	Facility space for one stop center
One Stop Center: South County Lease	124,031.16	School Board of Pinellas County	Facility space for one stop center
One Stop Center: Gulf-to-Bay Lease	25,524.12	Department of Economic Opportunity	Facility space for one stop center
Copier lease	4,341.96	Everbank Commercial Finance	To meet copy, printing, faxing and scanning needs for day-to-day business operations.

**Capital Outlay 11,210.65**

Purpose	Amount	Vendor	Justification
IT Hardware and laptop replacement	11,210.65	Complete Technology Solutions	Replacement for outdated IT and laptop

## Attachment 5

### CareerSource Pinellas Modification #5 to PY 2017-2018 Budget

#### BUDGET

Program:	Approved Budget	Modification #5	Modified Budget
WIOA Adult	1,624,489	-	1,624,489
WIOA Youth	1,520,618	-	1,520,618
WIOA Dislocated Worker	2,841,877	-	2,841,877
WIOA Supplemental	214,666	-	214,666
WIOA Community Based Sector Strategies	134,179	-	134,179
WIOA Sector Strategies Career Ready	140,000	-	140,000
WIOA Sector Strategies IT Training	180,000	-	180,000
WIOA Sector Strategies Construction	60,000	50,000	110,000
WIOA Govenors Challenge	283,334	-	283,334
WIOA Govenors Challenge-Hurricane Maria	21,280	-	21,280
WIOA Performance Incentives	196,635	-	196,635
<b>Subtotal Formula-Based Programs</b>	<b>7,217,078</b>	<b>50,000</b>	<b>7,267,078</b>
TAA	312,766	-	312,766
<b>Subtotal Special Projects</b>	<b>312,766</b>	<b>-</b>	<b>312,766</b>
<b>Subtotal WIOA</b>	<b>7,529,844</b>	<b>50,000</b>	<b>7,579,844</b>
Wagner Peyser	600,057	-	600,057
Wagner Peyser Performance Incentives	14,259	-	14,259
Wagner Peyser Coop Outreach	42,282	-	42,282
Veterans Programs	125,000	27,635	152,635
SNAP	549,706	-	549,706
SNAP ERS	30,700	-	30,700
Unemployment Services	56,010	-	56,010
	-		-
<b>Subtotal DEO</b>	<b>1,418,014</b>	<b>27,635</b>	<b>1,445,649</b>
Welfare Transition Program	2,346,034	-	2,346,034
Welfare Transition-NCPP	1,416,000	-	1,416,000
<b>Subtotal WTP</b>	<b>3,762,034</b>	<b>-</b>	<b>3,762,034</b>
Pre-Vocational Training	400,000	-	400,000
Re-Employment & Eligibility Assessments	404,488	-	404,488
NEG - SP	186,937	-	186,937
NEG - Hurricane Maria	-	50,000	50,000
USDOL Youthbuild 2016	636,887	-	636,887
DCF - Food for Families	635,000	-	635,000
Florida Makes	366,602	-	366,602
Americorps	193,614	-	193,614
Able Trust - Ability Initiative Grant	109,012	-	109,012
JWB Youth Innovators	67,195	-	67,195
Science Center	200,000	215,000	415,000
<b>Subtotal Direct Programs</b>	<b>3,199,735</b>	<b>265,000</b>	<b>3,464,735</b>
<b>Total Combined</b>	<b>15,909,627</b>	<b>342,635</b>	<b>16,252,262</b>

## Attachment 6

CareerSource Pinellas  
 CAREERSOURCE PINELLAS BUDGET  
 PY 2017 (July 2017-June 2018)

	Workforce Innovation & Opportunity Act Programs	Employment Services Programs	Welfare Transition Programs	Direct Grants and Special Projects	Adjusted CareerSource Pinellas Budget PY 17-18	Modification #5	Prior CareerSource Pinellas Budget PY 17-18
<b>REVENUE</b>							
P.Y. 2017 CONTRACTS CARRYFORWARD	5,658,762 1,608,317	1,693,305 65,109	3,762,034 -	3,358,174 106,561	14,472,275 1,779,987	342,635 -	14,129,640 1,779,987
<b>TOTAL REVENUE</b>	<b>7,267,079</b>	<b>1,758,414</b>	<b>3,762,034</b>	<b>3,464,735</b>	<b>16,252,262</b>	<b>342,635</b>	<b>15,909,627</b>
<b>EXPENDITURES:</b>							
<b>CAREERSOURCE PINELLAS ADMIN</b> Indirect Cost Rate 7%	508,696	196,906	263,342	242,531	1,211,475	23,640	1,187,835
<b>PROJECTED EXPEND</b>	<b>508,696</b>	<b>196,906</b>	<b>263,342</b>	<b>242,531</b>	<b>1,211,475</b>	<b>23,640</b>	<b>1,187,835</b>
TOTAL ADMIN % FUNDS AVAIL	7.0%	11.2%	7.0%	7.0%	7.5%	0.0%	7.5%
<b>PROGRAM SERVICES:</b>							
<b>SERVICE PROVIDER CONTRACTS:</b>							
Business Services	1,115,152	-	285,805	449,043	1,850,000	-	1,850,000
Resource Room Services	-	-	-	-	-	-	-
Case Management Participant	900,000 1,705,000	565,000 285,000	1,000,000 340,000	645,000 55,000	3,110,000 2,385,000	45,000 30,000	3,065,000 2,355,000
Pinellas Education Foundation							
Out of School Staff	215,000	-	35,000	-	250,000	-	250,000
Out of School Participant	250,000	-	35,000	-	285,000	-	285,000
In School Youth Staff	10,000	-	-	-	10,000	-	10,000
In School Youth Participant	15,000	-	-	-	15,000	-	15,000
Junior Achievement	-	-	150,000	-	150,000	-	150,000
Gulf Coast - NCEP	-	-	1,315,000	-	1,315,000	-	1,315,000
<b>SUB TOTAL SERVICE PROVIDER</b>	<b>4,210,152</b>	<b>850,000</b>	<b>3,160,805</b>	<b>1,149,043</b>	<b>9,370,000</b>	<b>75,000</b>	<b>9,295,000</b>
<b>CAREERSOURCE PINELLAS SUPPORT SERVICES:</b>							
INDIRECT COST RATE 3%	218,012	84,388	112,861	103,942	519,203	10,131	509,072
PROGRAM STAFF DIRECT	325,000	-	-	1,200,000	1,525,000	180,000	1,345,000
DEO STAFF TRAVEL	-	20,000	-	-	20,000	10,000	10,000
ONE STOP CENTER OPERATING	284,500	143,505	105,216	116,779	650,000	-	650,000
MIS/TECHNOLOGY	172,250	96,752	52,608	58,390	380,000	-	380,000
COMMUNITY OUTREACH	9,923	241,278	4,384	7,847	263,432	-	263,432
EMPLOYMENT SERVICES	-	-	-	-	-	-	-
EMPLOYED WORKER TRAINING	400,000	-	-	70,000	470,000	-	470,000
SUBSIDIZED EMPLOYMENT	875,000	-	50,000	60,000	985,000	-	985,000
TRAINING INCENTIVES/TRAINING	155,000	20,000	-	250,000	425,000	45,000	380,000
STAFF INVENTIVES	-	-	-	75,000	75,000	-	75,000
ONE STOP STAFF TRAINING	14,225	4,675	5,261	5,839	30,000	-	30,000
<b>SUB TOTAL CAREERSOURCE PINELLAS SUPP SVCS</b>	<b>2,453,910</b>	<b>610,598</b>	<b>330,330</b>	<b>1,947,797</b>	<b>5,342,635</b>	<b>245,131</b>	<b>5,097,504</b>
<b>TOTAL DIRECT CLIENT</b>	<b>6,664,062</b>	<b>1,460,598</b>	<b>3,491,135</b>	<b>3,096,840</b>	<b>14,712,635</b>	<b>320,131</b>	<b>14,392,504</b>
<b>EXCESS</b>	<b>94,321</b>	<b>100,910</b>	<b>7,557</b>	<b>125,364</b>	<b>328,152</b>	<b>(1,136)</b>	<b>329,288</b>
<b>SUMMARY</b>							
TOTAL AVAILABLE	7,267,079	1,758,414	3,762,034	3,464,735	16,252,262	342,635	15,909,627
TOTAL DIRECT CLIENT	6,664,062	1,460,598	3,491,135	3,096,840	14,712,635	320,131	14,392,504
TOTAL ADMINISTRATIVE	508,696	196,906	263,342	242,531	1,211,475	23,640	1,187,835
TOTAL BUDGETED COST	7,172,758	1,657,504	3,754,477	3,339,371	15,924,110	343,771	15,580,339
EXCESS/(DEFICENCY)	94,321	100,910	7,557	125,364	328,152	(1,136)	329,288

## CSTB-Business Services

## Recruiter

## Staff Performance Incentive Grid PY 2017-2018

Incentives will be based on a tier system for the following performance measures:

Monthly Staff Incentive Summary	Maximum Monthly	Maximum Annual
<p><b>1. Direct Placements</b>  <i>Credit will only count if the placement is a direct result of a staff referral to a job order in EFM. Placement must be determined eligible, employment verification confirmed (person worked at least one day), and EFM documentation (activity code) completed <u>before</u> placement can be taken. Staff referral made to the job order after start date will not count. Regarding on-site recruiting events, staff referral must be made prior to or up to the date of the event in order to receive credit. (Referring from an on-site recruitment event sign-in sheet is strictly prohibited).</i></p> <p><i>(Excludes Job Development Placements, any and all employer hire lists, on-site hire lists, and OJT/PWE hire lists submitted by employers).</i></p>	600	7200
<p><b>2. Job Development Placements &amp; Obtains</b>  <b>Job Development:</b> <i>Credit will only count if the placement is a direct result of a staff referral to a job order in EFM. Proper documentation of 114 activity and/or general case note, 123 activity with corresponding case note, staff referral, and placement EFM documentation (activity code) must be processed <u>before</u> placement can be taken. (Refer to JD Desk Guide/Process in its entirety to receive proper credit).</i>  <b>Obtains:</b> <i>A staff member may claim an Obtain if you verified employment directly with the job seeker, properly case noted the interaction in EFM, and submitted the Employment Verification (EV) form to "Return to Work." Processing Team will determine eligibility, complete EFM documentation (880 activity code), and case note. Processing Team will send an approval or denial email to staff. Audit team will confirm with Processing Team the approval email and EFM 880 activity code with an employment verification case note in order to receive credit.</i></p> <p><i>(Excludes any and all employer hire lists, on-site hire lists, and OJT/PWE hire lists submitted by employers).</i></p>	300	3600
<p><b>3. PWE/OJT Placements</b>  <i>Any placement resulting from direct sourcing of a candidate that is deemed eligible for PWE/OJT programs and hired by an employer with a signed OJT/PWE agreement. Credit will only count if the placement is a direct result of a staff referral to an OJT/PWE job order prior to the start date. Placement must be determined eligible, employment verification confirmed (person worked at least one day), and EFM documentation (activity code) completed <u>before</u> placement can be taken. Staff referral made to the job order after start date will not count. Regarding on-site recruiting events, staff referral must be made prior to or up to the date of the event in order to receive credit. (Referring from an on-site recruitment event sign-in sheet is strictly prohibited).</i></p> <p><i>(Excludes Job Development Placements, any and all employer hire lists, on-site hire lists, and OJT/PWE hire lists submitted by employers).</i></p>	200	2400
<p><b>4. Specialty Placements</b>  <i>Any placement resulting from direct sourcing of a candidate that is deemed eligible for the following programs: (1) WIOA Training Completers, (2) WIOA ABC Application Enrollments, (3) CPC/Science Center Completers, (4) Tech Hire ABC Enrollments &amp; (5) Tech Hire Training Completers.</i></p> <p><i>Credit will only count if the placement is a direct result of a staff referral to a job order in EFM. Placement must be determined eligible, employment verification confirmed (person worked at least one day), and EFM documentation (activity code) completed <u>before</u> placement can be taken. Staff referral made to the job order after start date will not count. Regarding on-site recruiting events, staff referral must be made prior to or up to the date of the event in order to receive credit. (Referring from an on-site recruitment event sign-in sheet is strictly prohibited). For WIOA ABC and Tech Hire Enrollments, application must be submitted prior to candidate's start date and approved by Processing Team in order to receive credit.</i></p> <p><i>(Excludes Job Development Placements, any and all employer hire lists, on-site hire lists, OJT/PWE hire lists submitted by employers, and obtains. Obtains, if applicable, should be listed for credit under Job Developments and Obtains).</i></p>	300	3600
<b>TOTALS</b>	<b>\$1,400</b>	<b>\$16,800</b>

# CSTB-Business Services

## Account Executive

### Staff Performance Incentive Grid PY 2017-2018

Incentives will be based on a tier system for the following performance measures:

Monthly Staff Incentive Summary	Maximum Monthly	Maximum Annual
<p><b>1. Direct Placements</b>  <i>Credit will only count if the placement is a direct result of a staff referral to a job order in EFM. Placement must be determined eligible, employment verification confirmed (person worked at least one day), and EFM documentation (activity code) completed before placement can be taken. Staff referral made to the job order after start date will not count. Regarding on-site recruiting events, staff referral must be made prior to or up to the date of the event in order to receive credit. (Referring from an on-site recruitment event sign-in sheet is strictly prohibited).</i></p> <p><i>(Excludes Job Development Placements, any and all employer hire lists, on-site hire lists, and OJT/PWE hire lists submitted by employers).</i></p>	500	6000
<p><b>2. New OJT/PWE Contract with Job Order</b>  <i>Signed contract must be from new employers (no previous signed contract) or current employers who have been inactive in OJT/PWE participation for the last 12 months. In order to receive credit, the signed contract must be accompanied with a job order submitted directly by staff and posted to EFM.</i></p>	250	3000
<p><b>3. Job Order Fulfillment (within 30 days)</b>  <i>Job Order must be "max-placed" within 30 calendar days from the date created in EFM as a direct result of a staff referral and direct placement. Only exception given will be when the staff referral and employer hiring decision has been made within the 30 calendar days, however, the official start date is beyond the 30 calendar days. In such case, email documentation will need to be submitted to Audit Team for validation and approval in order to receive credit.</i></p> <p><i>(Excludes Job Development Placements, Obtains, any and all previous or existing employer hire lists, on-site hire lists, and OJT/PWE hire lists submitted by employers).</i></p>	250	3000
<p><b>4. New Employer Hire Lists</b>  <i>Employer Hire list must be submitted directly by staff from a new employer (no previous hire list submitted in last 12 months) to Centralized. In order to receive credit, existing hire lists must be maintained on an on-going basis and submitted along with any new hire list received.</i></p> <p><i>(Excludes any and all previous or existing employer hire lists, on-site hire lists, and OJT/PWE hire lists submitted by employers).</i></p>	200	2400
<p><b>5. Tech-Hire Placements</b>  <i>Any placement resulting from direct sourcing of a candidate that is deemed eligible for the following programs: (1) Tech Hire ABC Enrollments &amp; (2) Tech Hire Training Completers.</i></p> <p><i>Credit will only count if the placement is a direct result of a staff referral to a job order in EFM. Placement must be determined eligible, employment verification confirmed (person worked at least one day), and EFM documentation (activity code) completed before placement can be taken. Staff referral made to the job order after start date will not count. Regarding on-site recruiting events, staff referral must be made prior to or up to the date of the event in order to receive credit. (Referring from an on-site recruitment event sign-in sheet is strictly prohibited). For Tech Hire ABC Enrollments, Tech Hire application must be scanned and submitted by staff prior to candidate's start date and approved by Processing Team in order to receive credit.</i></p> <p><i>(Excludes Job Development Placements, any and all employer hire lists, on-site hire lists, OJT/PWE hire lists submitted by employers, and obtains. Obtains, if applicable, should be listed for credit under Job Developments and Obtains).</i></p>	200	2400
<b>TOTALS</b>	<b>\$1,400</b>	<b>\$16,800</b>



## CSTB & CSPIN - Business Services PY 2017-2018 Staff Performance Incentive Grid Summary

Each position entails job duties and responsibilities which must be met at a minimum if we are to succeed as a department and organization. For Recruiters and Account Executives that perform their job functions at levels exceeding minimum expectations, they have the ability to receive monthly incentives.

Incentive Performance measures have been selected from your job functions that are important to our organization's overall continued success. Meeting the minimum threshold under each performance measure will deem you eligible to begin receiving incentive payments. The incentive payments will be based on individually meeting and exceeding minimum thresholds for all incentivized performance measures, in addition to meeting minimum thresholds for non-incentivized performance measures. Performance incentives are inclusive of all CSTB & CSPIN offices and are subject to change at any time.

The following criteria, limitations and restrictions will be used when calculating incentives on a monthly, quarterly and annual basis:

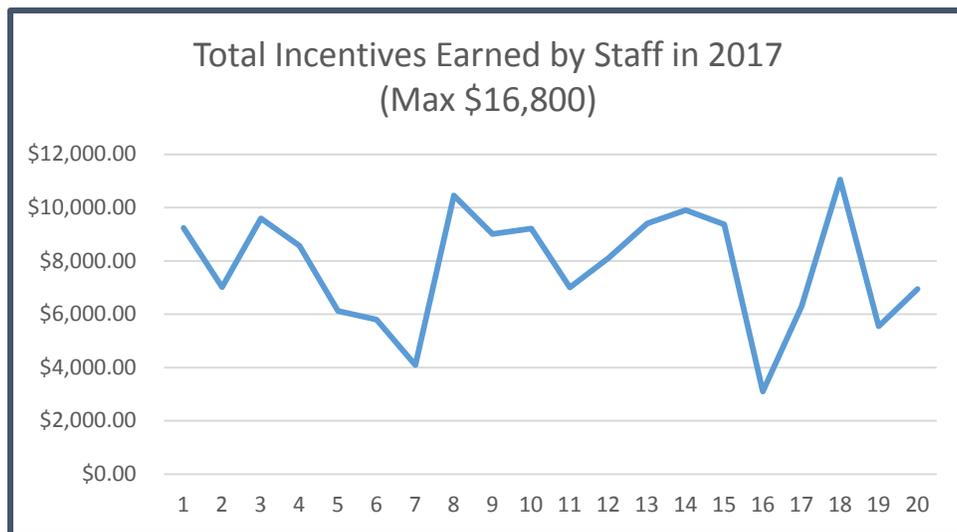
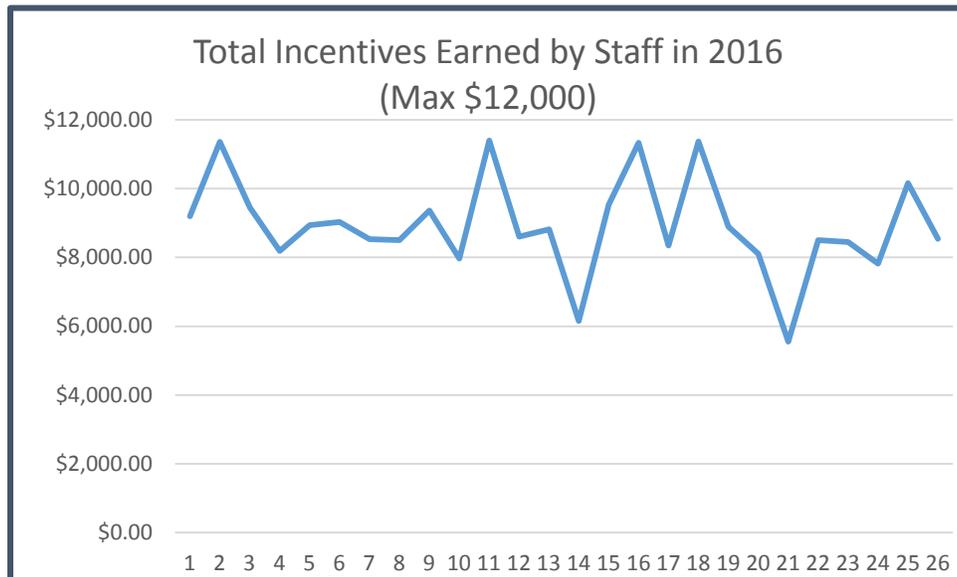
### General Guidelines

- The Monthly Maximum Incentive Amount is \$1,400 (*\$16,800 yearly maximum*) effective August 1, 2017 to June 30, 2018 and is to be paid on the last pay period of the subsequent month.
- Performance measures for Performance Incentives are defined on the 2017-2018 Staff Performance Incentive Grid.
- After one full month of employment as a recruiter, new hires will be eligible to participate and earn Performance Incentives beginning at month two (2) of employment.
- No dollar amount or metric numbers will carry forward at the end of each quarter. Partial monthly payouts, payout advances, or recouping are not available.
- Staff must meet the minimum threshold under each category in order to become eligible for incentives. Your performance above the minimum threshold will determine which incentive tier amount you meet. Recouping of missed incentives will not be available.
- Staff are expected to meet minimum expectations of all performance measures to include both non-incentivized and incentivized categories. Staff who continually fail to meet minimum performance thresholds for three (3) consecutive months will be subject to disciplinary action. The monthly performance reports will serve as official documentation of incidents as outlined in the WorkNet Pinellas Employee Handbook.
- **For compliance purposes of all state and federal funds, all submitted information on monthly forms will be internally and externally audited. Incentives are not contractual wages. If a staff member, including the Account Executive who is responsible for reviewing and validating individual staff performance, is deemed to have provided any false, misleading, or altered information on the monthly form, it will be considered Fraud resulting in immediate disciplinary action and/or termination.**

### Report Submission Guidelines

- Monthly report submissions, in excel format, are due by the 5<sup>th</sup> to Business Services Reports for initial review by the Audit Team. Upon final review by management, reports will be returned to staff for required signatures and should be sent, in PDF format, by the end of the month to Business Services Reports.
- Do not modify the report template from its original format. Modified forms will be rejected and staff will be reprimanded and required to re-submit.
- Complete the report in its entirety by providing all data requested under each category as to validate your performance. Failure to do so will result in staff receiving no credit for those items that the Audit Team cannot validate. Incomplete or late reports submissions will not be processed and will be ineligible for incentives. If you are in doubt about anything on the form, please direct all questions to your supervisor for clarity prior to submittal.

## Total Incentives Earned and Paid to Business Services Recruiters and Account Executives



Staff in a Recruiter and/or Account Executive position for a partial year were not included in the above graphs as their earnings would not be representative for comparison purposes.

## **WorkNet Pinellas Classification Description**

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**Classification Title: Programs Director**

**Pay Grade: 31**

**FLSA Status: Exempt**

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### **Purpose**

This position focuses on the development and operations of workforce programs overseen by WorkNet Pinellas Inc. These programs include but may not be limited to the Welfare Transition, SNAP, Workforce Innovation and Opportunity Act, and One Stop operations. It is responsible for meeting specific program goals with customer satisfaction and job placement being the ultimate outcome for program participants.

### **Job Duties and Responsibilities**

#### **Essential Functions:**

- Plan and direct development of One Stop operations
- Coordinate and facilitate One Stop activities related to service delivery
- Administrative responsibilities for the operation of designated programs to include WT, WIOA and Core
- Manage job seeker expectations
- Monitor and evaluate the performance of the Programs staff and structure; team plan for continual improvement of the efficiency and effectiveness of the group and provide individuals with professional and personal growth
- Ensure employees have knowledge of and comply with departmental goals, objectives, budget, established performance standards, policies and procedures
- Ensure all program goals and objectives are met
- Works with other Directors to ensure customer flow is being addressed and service delivery is seamless
- Respond to and resolve customer complaints
- Maintain effective contacts with other agencies, public officials, community groups and business partners
- Develop short- and long-term plans and budgets for the Programs division and its activities, monitor progress, assure adherence and evaluate performance

- Develop and/or enhance, implement and enforce internal control policies, guidance and procedures for Programs activities of the organization that will improve the overall operation and effectiveness of the operation
- Participate in the development of the organization's plans, programs, policies and long-range goals as a strategic partner
- Evaluate and advise on the impact of long-range planning, introduction of new programs/strategies and regulatory action

**Additional Duties:**

Perform other duties as assigned

**Minimum Education and Training**

- Bachelor's Degree in Business or Public Administration or a related field from an accredited college or university
- Five (5) years experience in related employment and training services including management level experience in developing and managing programs or equivalent combination of education, training and/or experience

**Job Specifications**

- Knowledge of region's community based organizations and employer organizations
- Proficient in the use of computers as well as word processing and spreadsheet software such as Excel and Word
- Ability to access and utilize WorkNet databases and the internet
- Knowledge of public administration principles and practices
- Knowledge and understanding of Federal and State guidelines related to the Welfare Transition, WIOA and Core programs
- Ability to apply independent judgment and discretion based on knowledge of WorkNet's functional and structural organization
- Ability to plan, direct, supervise, coordinate, organize and inspect specialized projects, programs and activities
- Ability to make decisions in accordance with Federal Guidelines and practices
- Understand the basics of program operation
- Ability to plan, direct, supervise, coordinate, organize the work of professional and clerical employees

- Ability to analyze, understand and achieve designated goals
- Ability to establish and maintain effective working relationships with other federal, state and county operational units
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources
- Ability to use critical thinking to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to judge and made appropriate decisions when considering the relative costs and benefits of potential actions
- Ability to communicate effectively in writing and verbally and to present and communicate ideas and concepts in public and private
- Ability to monitor and control resources
- Ability to establish and maintain effective and constructive working relationships with others, both internal and external to the organization

## **WorkNet Pinellas Classification Description**

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**Classification Title: Project Director**  
**FLSA Status: Exempt**

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### Purpose

This position is responsible analytical work of writing, maintaining, reviewing and coordinating federal and state grant programs and contract administration. Employees in this class exercise independent judgment evaluating information, initiating action and oversight of assigned projects. Under general direction, the employee facilitates development, review and editing of grant proposals; conducts basic research for potential funding sources; interacts with administration and outside agencies in developing funding sources for WorkNet Pinellas, Inc.

Work requires coordination with fiscal and operational staff within WorkNet as well as other agencies to develop and maintain reports on the status of assigned special projects. Work is performed under supervision of the Executive Director, with considerable independent judgment and is reviewed through observation of results obtained, conferences and periodic reports or evaluations.

### Job Duties and Responsibilities

#### Essential Functions:

- Prepare reports for management, federal and state officials related to various programs/projects funded.
- Insure program/project compliance with local, state, and federal requirements.
- Assist with coordination of on-going marketing of workforce development programs.
- Coordinate the annual Business and Education Summit.
- Assist with the coordination of various Business seminars & roundtables.
- Performs related work as assigned.

### Minimum Education and Training

- Bachelor's Degree in Business or Public Administration or a related field from an accredited college or university
- Five (5) years experience in related employment and training services including management level experience in developing and managing programs or equivalent combination of education, training and/or experience

## Job Specifications

- Knowledge of region's community based organizations and employer organizations
- Proficient in the use of computers as well as word processing and spreadsheet software such as Excel and Word
- Ability to access and utilize WorkNet databases and the internet
- Knowledge of public administration principles and practices
- Knowledge and understanding of Federal and State guidelines related to the Welfare Transition, WIOA and Core programs
- Ability to apply independent judgment and discretion based on knowledge of WorkNet's functional and structural organization
- Ability to plan, direct, supervise, coordinate, organize and inspect specialized projects, programs and activities
- Ability to make decisions in accordance with Federal Guidelines and practices
- Understand the basics of program operation
- Ability to plan, direct, supervise, coordinate, organize the work of professional and clerical employees
- Ability to analyze, understand and achieve designated goals
- Ability to establish and maintain effective working relationships with other federal, state and county operational units
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources
- Ability to use critical thinking to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to judge and make appropriate decisions when considering the relative costs and benefits of potential actions
- Ability to communicate effectively in writing and verbally and to present and communicate ideas and concepts in public and private
- Ability to monitor and control resources
- Ability to establish and maintain effective and constructive working relationships with others, both internal and external to the organization

## **WorkNet Pinellas Classification Description**

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**Classification Title: CEO/President**  
**Department: Indirect**  
**Pay Grade: 38**  
**FLSA Status: Exempt**

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### **Purpose**

This is the chief administrative official for WorkNet Pinellas, Inc. The President and CEO is directly responsible to the board of directors for the administration and operation of various workforce programs and compliance with all federal, state, and local laws, policies and strategic plans. The President and CEO is also responsible to the board of directors for the preparation and modifications to the annual budget, and for control of expenditures throughout the budget year. The President and CEO serves as a full time employee at the pleasure of the board of directors. Duties require the exercise of significant judgment where consequence of error can be significant. The President and CEO is responsible for promoting Workforce Programs in Pinellas County to create high quality employment opportunities for job seekers and secure and maintain a skilled employee base for employers.

An employee in this class will serve as a contact point for the workforce development agencies to pursue state and federal funding and coordinate short and long term strategies to meet the objectives of the WorkNet Pinellas, Inc. Board's and County's strategic plan. This position will spend significant time developing community and professional relationships with workforce representatives, boards, committees, legislative delegations, and businesses. Work is performed with considerable independence within the scope of assigned goals and objectives.

The position reports to the WorkNet Pinellas, Inc. Board of Directors. Work is reviewed through conferences outlining desired objectives, observations of results achieved, periodic reports and performance standards established by the Board or Directors of WorkNet Pinellas, Inc.

### **Job Duties and Responsibilities**

#### **Essential Functions:**

- Coordinates with local, state and federal workforce agencies, local municipalities, community development agencies, businesses and other groups to identify workforce development projects to enhance and increase economic development in Pinellas County
- Administers and carries out the directives and policies issued by the board of directors
- Selects and employs personnel to fill all vacancies and terminates employment for cause
- Supervises Chief Financial and Chief Operating Officers
- Coordinates/facilitates long and short term studies, prepares reports and determines regulatory conformance of economic development and workforce proposals

- Confers with governmental officials to effect changes in local and state policies or ordinances to encourage effective job development, incentives and partnerships
- Ensures preparation and required approvals of annual budgets and operational plans
- Coordinates activities such as research, analysis, and evaluation of technical information to determine feasibility and economic impact of proposed job expansions and development
- Coordinates with countywide and local economic development agencies and supports their business recruitment and retention initiatives
- Identifies and applies for appropriate State, Federal public/private funding for economic and workforce development projects
- Facilitates cooperation between local service agencies, educators and businesses to promote workforce programs and economic development for mutual benefit
- Promotes cooperation among local agencies to reduce overlap and duplication of efforts and share resources to enhance workforce development efforts
- Presents reports to the WorkNet Pinellas, Inc. Board, Florida Workforce Board, Board of County Commissioners, County Administration, and governmental agencies on progress of WorkNet projects; recommends changes to the WorkNet master plan

**Additional Duties:**

Perform other duties as assigned

**Minimum Education and Training**

- Master's Degree in Business Administration, Public Administration, Human Resources or closely related field from an accredited college or university
- Five (5) years of professional experience in a high level leadership capacity with workforce or closely related area with large governmental or private sector organizations; or an equivalent combination of education, training and/or experience
- Certified Public Accountant Designation or Juris Doctor preferred

**Job Specifications**

- Knowledge of federal and state workforce legislation and grant funding
- Knowledge of recent developments, current literature and sources of information regarding workforce development, economic development, employment training, job development programs and adult education, training and services

- Knowledge of contract management and negotiations
- Knowledge of economics and finance as it applies to economic development
- Knowledge of research techniques and labor market statistics
- Knowledge of public administration with particular reference to county and municipal administration and budgeting
- Skill at negotiating and managing multiple priorities and interests with diplomacy and tact
- Ability to communicate effectively, both orally and in writing
- Ability to analyze facts and exercise sound judgment in decision-making
- Ability to effectively manage a large staff and delegate responsibility for optimum results
- Ability to work with Boards, Committees, and public and private organizations
- Ability to determine strategy and long range goals for the organization
- Ability to determine allocation of budget to divisions and departments

## President &amp; CEO GOAL ATTAINMENT

GOAL	Impact/ Weight	Evaluation Rating Measure Example	Board Member Rating	Weight x Final rating	Comments
Assure administrative and financial compliance of the organization and individual programs.	9	3 – Annual independent auditor delivered an unqualified opinion on financial statements, internal controls, and compliance with the final report having no findings, -0- disallowed costs, -0- questioned costs, no material weaknesses or significant deficiencies, no issues of non-compliance identified and no adjustments to financial statements. Performance demonstrated by Audit committee's review of the annual audit.			
Assure adequate control of all funds, including developing sound financial practices, to ensure that overall financial performance remains within Board approved budgetary parameters and within minimum and maximum limitations established in applicable laws and regulations.	8	3 –The organization stayed within the latest budgetary parameters established by Board. Performance demonstrated by Finance Committee's review of quarterly budget reports.			
Maintain and utilize a working knowledge of significant developments and trends in workforce development to ensure effective and appropriate positioning of the organization for future relevancy and success.	8	3 – Always demonstrates an outstanding working knowledge of all developments and trends in workforce development, at the local, state and national level, and uses this knowledge to appropriately and effectively position the organization for relevancy and success in every circumstance. Performance is demonstrated by ability to quickly respond to questions raised during discussions at board meetings as well as developing and implementing critical strategies based on that knowledge.			

GOAL	Impact/ Weight	Evaluation Rating Measure Example	Board Member Rating	Weight x Final rating	Comments
Promote accountability and transparency by ensuring that this organization's employment and training programs are evidence based and data driven, and accountable to the Pinellas Board of County Commissioners, the local workforce Board, CareerSource Florida, DEO, local employers, job seekers, and the general public.	8	3 – Always promotes accountability and transparency by ensuring that this organization's employment and training programs are evidence based, data driven, and accountable. Performance demonstrated by frequent data driven and evidence based reports that are made available and/or delivered that are clear, accurate and written for the intended audience.			
Strategically align workforce development programs to ensure that employment and training services provided by the core programs identified in the WIOA (WIA, Wagner-Peyser, Vocational rehabilitation and Adult Education) are coordinated and complementary so that job seekers acquire skills and credentials that meet employers' needs.	8	3 – Always aligns core workforce development programs resulting in job seekers acquiring skills and credentials that meet employers' needs. Performance is demonstrated by exceeding all annual goals for the number of job seekers that complete pre-vocational, OJT, EWT, and vocational training with skills and credentials that meet employers' needs.			

<p>Improve services to employers and continue to promote work based training to ensure that our services are employer driven and contribute to the economic growth and business expansion in our community.</p>	<p>8</p>	<p>3 – Always improves services to employers and continues to promote work based training. Performance is demonstrated by exceeding all annual goals for the number of job seekers that are enrolled into OJT and EWT.</p>			
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GOAL	Impact/ Weight	Evaluation Rating Measure Example	Board Member Rating	Weight x Final rating	Comments
Provide access to high quality training to help job seekers acquire industry recognized credentials for in demand jobs.	8	3 – Always provides access to high quality training. Performance is demonstrated by periodic reports that show that 100% of pre-vocational and vocational training enrollments are in occupations that allow job seekers to acquire industry recognized credentials and lead to jobs in demand.			
Place special emphasis on the development, implementation and/or expansion of strategies for meeting the needs of local employers, workers and job seekers through sector partnerships related to in demand industry sectors and occupations.	8	3 – Always places special emphasis on the development, implementation and/or expansion of strategies for meeting the needs of local employers, workers and job seekers through sector partnerships. Performance is demonstrated by convening and listening to leaders in the health care; advanced manufacturing; Business, Financial, & Data Services; and IT industries and industry associations and presenting a plan of action to the Board that responds to these targeted industry recommendations.			
	65				

Rating Scale Legend	Overall Level of Performance	Range of Overall Points
3	Performance is <b>above standards</b> for the position	201-300
2	Performance <b>meets the standards</b> for the position	101-200
1	Performance is <b>below standards</b> for the position	0-100

## Current compensation

Name	Base salary	Bonus*	401K – 5%	Annual one-time performance incentive in lieu of merit or COL increase. Based on performance evaluation – max 5%**	Total	Benefit stipend to purchase benefits from cafeteria plan – 28%***
Brackney, Jennifer, Interim Director Pinellas	\$85,000	N/A – none scheduled or potential identified.	\$4,250	Due in December 2018	\$89,250	\$23,800
Dorcy, Juditte, Interim Director Tampa Bay	\$90,000	N/A – none scheduled or potential identified.	\$4,500	Due in December 2018	\$94,500	\$25,200

\* Bonus is very unusual. In last several years record only shows 1 provided for a staff who assumed the duties of his supervisor while she was on maternity leave. This was delivered after the supervisor returned for the exceptional job done during the 12 weeks. The amount was \$3000.00.

Last 3 years, 2 staff were provided an increase in salary on a temporary basis for additional responsibilities assigned for limited period of time.

\*\* Availability and maximum amount to be awarded are considered each year by Compensation Committee and then Executive Committee and full Board.

\*\*\* Depending on which benefits are elected and the cost, any remaining stipend rolls through to gross wages.

## **Accomplishments to Date by Juditte Dorcy Report to the Compensation Committee**

To promote accountability and transparency of this organization's employment and training programs to the Hillsborough Board of County Commissioners, the community, staff and local business leadership, I have

- Met weekly with the Hillsborough BOCC liaison and once with the Assistant County Administrator to discuss issues and progress.
- Attended the Hillsborough BOCC meeting to be available to answer any questions raised by the Commissioners on the approval of the Workforce plan.
- Attended the Hillsborough Tampa EDC board meeting to answer any questions or concerns posed by other members and continue our part in building relationships with new business development and retention of employers in Hillsborough County.
- Worked with the Hillsborough BOCC to identify and initiate recruitment of new Board members from large county employers to fill the current vacancies on the CareerSource Tampa Bay Board.
- Entered into a short term contract with a public relations firm to assist staff in developing targeted messages to employers, staff and partners. Media training has been scheduled for 15 management staff. As a result of the assistance gained from this public relations firm, we feel we have managed to stop 4 negative stories from printing.
- Developed and I am in the process of implementing an Ethics Hotline which will give staff the opportunity to report/share any actual or perceived violations of policies, including the capability to anonymously report, to an independent 3<sup>rd</sup> party. We are planning to launch this Hotline in early May.
- Visited every One-Stop Center in Hillsborough on multiple occasions to make myself available to staff to discuss any issues with which they have concerns.
- Spearheaded efforts to address rodent and pest problem at the Tampa Center (State owned building) by demanding action by DEO. Daily and weekly updates are being provided to staff and DEO as warranted.
- Worked to provide responses in a timely manner to media record requests.

To assure administrative and financial compliance of the organization and individual programs, I have

- Secured the assistance of DEO to provide training to our front line staff on key program policies. Schedule is being developed for immediate deployment in early May.
- Scheduled, coordinated and managed the DEO Financial monitoring visit and USDOL's abbreviated review for Hillsborough County. Both entities will return the week of April 16<sup>th</sup> to continue their reviews.
- Worked with HR to develop and implement a family member disclosure statement for all new hires. We plan to send this out to current staff within the week.

To assure adequate control of all funds and to ensure that overall financial performance remains within Board approved budgetary parameters and within minimum and maximum

limitations established in applicable laws and regulations I have met with the Finance Director one-on-one to review expenditures and met with HR to discuss the appropriate coding of payroll by staff person. More attention is planned on payroll coding as we move forward.

I am working daily to strategically align our workforce development programs to ensure that employment and training services provided by the core programs are coordinated and complementary so that job seekers acquire skills and credentials that meet employers' needs. To date, I have

- Promoted a current staff to Director of Programs to manage the WIOA adult, WIOA dislocated worker, WIOA youth program, Welfare Transition program, SNAP (food stamp) program, and special grants received.)
- Expanded another current Director's responsibilities to include management and oversight of the Wagner-Peyser programs (resource rooms)
- Met with each Director to align the services under our On the Job training (OJT) program, Employed Worker Training (EWT) Program, and Paid Work Experience program (PWE).
- Secured annual training vendor agreements with approved training providers.

To continue to improve services to employers and promote work based training to ensure that our services are employer driven and contribute to the economic growth and business expansion in our community, I have

- Worked in partnership with Jennifer Brackney to reorganize the Business Services Department. I have also directed Business Services staff to continue to communicate with our current employers, follow-up on their requests for services, answer any questions employers may have about our current situation and emphasize to employers that we are moving forward. This has resulted in 3296 new job vacancies posted since 2/2/18 in Hillsborough County (2952 were employer entered and 344 staff entered) with 104 new employers registered for services. Three of those new employers include Disney, Southwest Airlines and Burger 21.
- Convinced Hillsborough School District to continue their teacher and transportation recruitment partnership with CareerSource Tampa Bay. This allows us to assist in recruitment of 1900 individuals. Teacher recruitment started in January and continues through August for fall start. Hillsborough School District is the 8th largest school district and the largest employer in Hillsborough County.
- Met with the Board Chair and Citi to encourage them to continue the relationship with CareerSource Tampa Bay. The Chair and I were able to begin communication strategies with Citi to keep them informed on the status of their grant to us. We are currently at 36 of the planned 150 enrollments for the Pathways to Progress grant that funds trainings in Welding, Soldering, Building Trades/Construction, Mechatronics Robotics, Microsoft Training and Hospitality. I have assigned additional current staff to manage this important grant to meet all deliverables. We were successful in getting Citi to agree to continue the partnership.

To place special emphasis on the development, implementation and/or expansion of strategies for meeting the needs of local employers, workers and job seekers through sector partnerships related to in demand industry sectors and occupations, I have

- Directed the completion of a grant application for Apprenticeship funding in Hillsborough County, partnering with HCC and a local Migrant and Seasonal Farmworker agency.
- Expanded responsibilities of two key staff to include business outreach and partnership development in the community.
- Authorized the letting of a Business Association procurement action to reach out to chambers and other associations and encourage continued partnership with CareerSource Tampa Bay.
- Coordinated the two Career Fairs held in February and March which had 49 employers in attendance and 239 job seekers. Also worked with Pinellas on the Professional Mixer and Internship Fair which were well received by both job seekers and employers. Candidates for the Professional Mixer are currently in the interview process by New Horizons, Geographic Solutions, Burger 21 and Greenway Health and follow up will continue to provide end results.

Attended the National Association of Workforce Boards annual Conference in Washing DC over the weekend to guarantee that I maintain and utilize a working knowledge of significant developments and trends in workforce development to ensure effective and appropriate positioning of the organization for future relevancy and success.

To provide access to high quality training to help job seekers acquire industry recognized credentials for in demand jobs, I have

- Continued to move forward to outreach for job seekers to enroll in the short-term career ready training programs at the Career Prep Center and employers to get involved in hiring the training graduates.
- New employers working with us on CPC programs include
  - International Paper is one of the world's leading producers of fiber-based packaging, pulp and paper. International Paper visited the CPC on March 14, 2018. Steven Ruiz from our Mechatronics Class is in the final stages of interviewing with this company and is expected to be hired soon.
  - Monsalve Tool & Design (MTD), is the manufacturing division of McManis & Monsalve Associates. Last week I forwarded resumes from our Mechatronics graduating class and they are very interested in these students.
  - Coremark operates a logistics and distribution Center near the Fairgrounds and is interested in some of our CPC Graduates. We sent training graduates to a Recruitment Event that they hosted last Thursday. We are expecting that 1 student will be hired in the next seven days.
  - Hepaco visited the CPC on March 22, 2018. Hepaco is a high quality environmental service provider and they have evolved into one of the market leaders providing solutions to solve the environmental challenges of our

- clients. Hepaco met with our Mechatronics students and conducted an information session. Two of the students were interested, and we're anticipating that they may be hired soon.
- Amalgamated Steel is a steel fabricator in the Palm River-Clair Mel area. I had contacted the HR Manager several times in the last 4 weeks about our services, and they finally responded last week. They have invited us to tour their facility later this week and are very interested in hiring Welder's Helpers from our Welding class.
  - Plastipak provides packaging solutions and has a plant in Plant City. I recently contacted them and they are very interested in the CPC Students. We hope to tour their facility this month.
  - PTR Baler & Compactor manufactures Vertical Balers, Compactors, Tippers and Biogreen Composters in Philadelphia PA. PTR also provides parts, installation and emergency repair service for waste and recycling equipment. They have a plant in Plant City where they hire Welder's Helpers. They recently took a tour of the CPC and were impressed with the knowledge of the Welding students. We are planning to work with them in the near future.

## Attachment 12b

April 9, 2018

Mr. Mike Mikurak, Chairman  
Compensation Committee  
13805 58<sup>th</sup> Street North, Suite 2.140  
Clearwater, Florida 33760

Dear Mr. Mikurak,

As you know, Mr. Aundre Green asked me to serve as Director, Interim on Thursday, February 1, 2018 as Mr. Peachey, President & CEO was placed on paid administrative leave. As part of this appointment, he asked that I oversee the operations of CareerSource Pinellas.

During the past eight weeks, most of my activities have been reactive. I have not had the opportunity to demonstrate many of my proactive accomplishments. I have received 8,257 email and responded to over 2,500; received four anonymous letters and read/filed 105 articles; received a whistleblower letter and subpoena; received 74 records requests from the Tampa Bay Times and 17 requests from DEO, DOL, OIG and Marion Hale; held 12 Board, Executive or special meetings; maintained Programs, managed Business Services and the Science Center; dealt with numerous Fiscal and HR issues; and worked to align staffing duties with payroll.

In addition, I have met with staff and, to the best of my ability, answered questions regarding the transition. I've listened to staff concerns, comforted staff that cried in my office, addressed concerns about past practices, and implemented several immediate changes within Business Services to better align with DEO/DOL expectations.

Some of my proactive accomplishments have been in the areas of HR and Finance. I have attempted to better understand the staffing of the organization and recommended changes to have a direct line of authority for staff and to better align staff activities with payroll. I have also attempted to promote greater transparency in both Finance and HR. Both of these areas were supervised directly and closely monitored by Ed Peachey and there was not a lot of transparency. In addition, I have maintained many of my previous duties, including writing grants, supporting the Science Center and submitting an approved Two-Year Modification to the Local Workforce Plan on behalf of both CareerSource Pinellas and CareerSource Tampa Bay.

I believe we have a committed, professional and dedicated staff. It has been my pleasure to work with them, in this capacity. I have taken my role of supporting staff and the mission of this organization seriously.

As we move forward, the one thing I would ask from the Board is a commitment to move forward with a detailed staffing plan for both regions, clarifying the authority of the Director, Interim and delineating lines of reporting for staff.

Please find attached an outline of some of the specific issues and concerns that I have addressed within the past eight weeks and a copy of my resume for your review. If there is any additional information I can provide to assist with this process, please let me know.

Sincerely,

Jennifer Brackney  
Director, Interim

**Jennifer Brackney**

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**SUMMARY OF ACTIVITIES  
February 1, 2018 to Present**

## Jennifer Brackney

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### WORKNET PINELLAS, INC.

Director, Interim (February 1, 2018 – Present)

#### Communications

- Received 8,257 email and responded to over 2,500 email
- Read and tracked 105 articles (Tampa Bay Times, WFLA, Business Journal, etc)
- Read and filed four anonymous letters
- Posted all 2018 Board, Executive, Finance, One-Stop and Workforce Solutions meeting packets and minutes and the 2017 audit online to promote transparency.

#### Public Records Requests and Investigations

- Received and reviewed 74 public records requests, mostly from the Tampa Bay Times and New Channel 8.
- Received and reviewed 17 other requests, including:
  - 3 DEO OCR requests based on anonymous letter
  - USDOL anonymous whistleblower request for information
  - 3 US DOL requests plus 2 Additional USDOL requests
  - DEO/OIG
  - Several requests from Marion Hale

#### Two-Year Modification to the Local Workforce Plan

- Submitted the approved Two-Year Modification to the Local Workforce Plan to DEO.
  - Revised and updated the local workforce development plan for both CSTB and CSPIN.
  - Worked with DEO to obtain an extension so the board members and commissioners had enough time to review and approve the plan.
  - Attended both the CSTB and CSPN Board and Executive committee meeting and Pinellas BOCC to address any questions regarding the plan.

#### Board Meetings, Executive Committee & Special Meetings (12)

- February 9 – Joint Ad Hoc
  - *Purpose was to investigate further into the placement practices. Board counsel conducted a presentation on the CareerSource placement practices, and also addressed the letter from Sheriff Gualtieri, regarding his claim of “forged signature”.*
- February 14 – Executive Committee
  - *Regularly Scheduled Executive meeting. Action items included: CEO administrative leave/Interim Director, Request extension for the Workforce Plan, and withdrawing the charter school application.*
- February 21 - Informational Workshop
  - *Info workshop, opened to both regional boards and the public, to discuss the organizational overview of CSPIN and CSTB. No actions were taken.*
- February 28 – Executive Committee
  - *Special meeting called by Chairman. The purpose was to discuss Mr. Peachey’s employment.*
- March 7 – Executive Committee
  - *Regularly scheduled meeting. Action items included: approving the Workforce Plan: 2-year Modification, and approve the training providers.*
- March 14 – Executive Committee
  - *Special Meeting called by Chairman. To discuss the “Jane Law” “whistleblower letter” and Johnson Pope’s subsequent response. No actions were taken.*

- March 16 – Joint Ad Hoc
  - *Purpose is to receive update on various ongoing investigations, and review organizational and staffing structure. No actions were taken.*
- March 21 – Board Meeting
  - *Regularly scheduled Board meeting. Action items included: approving related party contracts, electing a chair-elect, and a re-vote on Ed Peachey's employment and settlement.*
- March 27 – Board Meeting
  - *Special meeting called by chairman to discuss Ed Peachey's settlement.*
- April 12 – Joint Ad Hoc Meeting
  - *Continue the discussion related to the organizational structure.*

#### **DEO and USDOL Monitoring**

- DEO program monitoring and worked with staff to create a response report (February 1 – February 10)
- DEO Financial monitoring (April 2 – April 6)
- Joint DEO/ETA monitoring regarding governance structure, finance and performance (April 2 – April 20)

#### **Program Operations and Business Services**

- Worked with the Science Center team to piece together information necessary to present to the Commission for Independent Education (CIE) during a hearing held on March 27, 2018 in Orlando. This hearing was imperative for maintaining the Science Center designation as a CyberSecurity School.
- Maintained Program Operations at the Science Center, including Career Ready, STEMe, STEM Camp, and CyberSecurity.
- Maintained program operations as it relates to WIOA, SNAP, Welfare Transition, RESEA and other grants.
- Wrote and submitted a CareerSource Florida Apprenticeship Grant.
- Working with the Business Services team to align staffing duties and to ensure we continue to maintain relationships with employers in Pinellas County.

#### **Finance**

- Reviewed financial documents related to expenditures.
- Scheduled an internal audit to review internal controls.
- Working with the Director of Finance to develop a report that allows us to adjust staffing patterns based on available resources

#### **Human Resources**

- A week after Mr. Peachey was placed on administrative leave I was made aware that he continued to have full access to his office and all computer system. I directed HR to revoke that access on Thursday, February 8, 2018.
- Created an organizational chart from an ADP report. According to HR, an organization chart did not exist prior to February 1, 2018.
- Worked with HR and counsel to determine the best way to proceed with several staff terminations, as deemed necessary for the continued operation of the organization.
- Worked with HR and the local police department to investigate the theft of over \$15,000 in visa cards from one of the local one-stops.
- Continue to work with the CSTB Director, Interim to align staff duties with payroll and the organizational chart.

#### **Community Outreach and Continuing Education**

- Maintained responsibilities as a board member for the following: Starvos Workforce and Education Board, Early Learning Coalition, Forward Pinellas Local Coordinating Board and Pinellas Opportunities Council.
- Attended Suncoast HR meetings to maintain my Senior Professional Human Resource (SPHR) certification and to stay informed regarding trends and opportunities in talent management.

## PROFESSIONAL EXPERIENCE

### WORKNET PINELLAS

Saint Petersburg, Florida

Director, Special Projects

- Provides oversight and leadership in researching and writing federal, state and local grants.
- Implements an annual giving campaign including both email and direct mail, personally solicits sponsorships and conducts fundraising activities.
- Raised over \$2.5M in federal, state and foundation grants, corporate sponsorships, and individual contributions to provide expanded services for pre-vocational training, youth services and educational programs for children.
- Provides leadership for developing and maintaining the local workforce strategic plan.
- Manages projects and contracts to ensure adherence to guidelines and budget.

### MIDSTATE COLLEGE

Peoria, Illinois

Chief Operating Officer

- Reviewed and aligned policy to accommodate the objectives of the organization and to update the staff handbook.
- Provided professional level support leading impactful continuous process improvement initiatives within human resources, career services, security and information technology.

### CITY OF PEORIA

Peoria, Illinois

Director/Workforce Development Manager

- Provided leadership for talent management and workforce planning, including understanding business recruitment needs, managing candidate pipeline, building organizational capacity, and implementing recruitment campaigns.
- Conducted human resource activities in accordance with policies, procedures and applicable law including interviewing, hiring, onboarding, conducting new employee orientations, assigning work, conducting performance evaluations, following collective bargaining agreements, investigating employee issues and managing employee relations.
- Supervised all aspects of career and academic services, including providing career counseling, developing strategies to improve student success and retention, coordinating training workshops, organizing career fairs, identifying student internship opportunities and developing training programs.
- Worked in collaboration with internal departments and outside partner agencies to develop and execute strategic marketing and communication initiatives across a wide variety of channels.
- Coordinated special events including conferences, workshops and the annual meeting.
- Directed and participated in the preparation of departmental budgets and financial reports. Managed procurement activities including reviewing and selecting vendors.
- Maintained positive working relationships with public officials, key community leaders, employers, students, staff, faculty and federal, state and local representatives.
- Motivated and led a high performance, professional team and fostered a success-oriented, accountable environment.

**EDUCATION**

**SENIOR PROFESSIONAL IN HUMAN RESOURCES SPHR CERTIFICATION (2014 – 2018)**

Human Resources Certification Institute (HRCI)

**MASTER OF ARTS (M.A.)**

**TYPE 75 EDUCATIONAL ADMINISTRATION CERTIFICATION**

**BACHELOR OF ARTS (B.A.)**

**ELEMENTARY EDUCATION TEACHING CERTIFICATION**

Bradley University, Peoria, Illinois

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**PROFESSIONAL AFFILIATIONS**

Stavros Career and Education Board, *Board Member*  
Pinellas Early Learning Coalition Board, *Board Member*  
Forward Pinellas Local Coordinating Board, *Board Member*  
Pinellas Job Corp – Community Development Committee, *Member*  
Suncoast Human Resources Association and SHRM, *Member*  
Human Resource Certification Institute (HRCI), *Member*  
National Association of Workforce Board, *Member*  
Illinois Employment & Training Association, *Board Member*  
Midstate College, *Board of Directors, Treasurer (1999-2013)*

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**RECOGNITIONS**

NBC NEWS with Katie Couric, *"American Hero" Award*  
WEEK 25 *"Women in Leadership" Award*  
Bradley University *"ELH Exemplary Alumni" Award*  
Illinois Workforce Partnership *"President" Award*  
InterBusiness Issues *"Forty Leaders under Forty" Award*  
Community Leadership School *"1<sup>st</sup> Place Team Project" Award*  
Illinois Employment & Training Association *"Professional of the Year" Award*  
Toastmasters *"Outstanding Club President" Award*

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**COMMUNITY INVOLVEMENT**

Saint Petersburg Women's Club, *Member*  
Tazewell Animal Protection Society (TAPS), *Vice President, Board of Directors, Fundraising Committee (2010-2016)*  
OSF Paws for Healing, *Certified Therapy Dogs (2012-2014)*  
Foster Pet Outreach, *Board of Directors (2007-2010)*  
Alpha Chi Omega, *Member*

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**TECHNICAL SKILLS**

Constant Contact • HRIS • Excel • Word • PowerPoint • Outlook

Description	Award Begin Date	Award End Date	FY17-18 Award	Current Year Expenditures	Expenditure Rate	Remaining Dollars
<b>Workforce Innovation &amp; Opportunity Act</b>						
WIOA Adult 16	7/1/16	6/30/18	64,866	64,866	100.00%	-
WIOA Adult 17	7/1/17	6/30/19	1,559,623	804,373	51.57%	755,250
WIOA IS Youth 16	4/1/16	6/30/18	9,006	9,006	100.00%	(0)
WIOA OS Youth 16	4/1/16	6/30/18	362,208	362,208	100.00%	(0)
WIOA IS Youth 17	4/1/17	6/30/19	114,940	23,521	20.46%	91,419
WIOA OS Youth 17	4/1/17	6/30/19	1,034,463	412,369	39.86%	622,094
WIOA Dislocated Worker 16	7/1/16	6/30/18	841,421	841,421	100.00%	(0)
WIOA Dislocated Worker 17	7/1/17	6/30/19	2,000,456	661,969	33.09%	1,338,487
WIOA Performance Incentives	7/1/16	12/31/17	116,369	116,369	100.00%	-
WIOA Performance Incentives	7/1/16	12/31/17	80,266	80,266	100.00%	-
WIOA Community Based Sector Strategy Training Init	4/1/17	9/30/18	134,179	99,726	74.32%	34,453
WIOA Community Based Sector Strategy Career READY	9/1/17	2/28/19	140,000	35,022	25.02%	104,978
WIOA Community Based Sector Strategy IT Training	7/1/17	12/31/18	180,000	49,059	27.26%	130,941
WIOA Community Based Sector Strategy Construction	7/1/17	12/31/18	110,000	97,666	88.79%	12,334
WIOA Governor's Challenge	7/1/17	12/31/18	283,334	-	0.00%	283,334
WIOA Governor's Challenge - Hurricane Maria	1/1/18	12/31/18	21,280	211	0.99%	21,069
WIOA Supplemental	7/1/17	12/31/18	214,666	-	0.00%	214,666
<b>Total Workforce Innovation &amp; Opportunity Act</b>			<b>7,267,077</b>	<b>3,658,052</b>	<b>50.34%</b>	<b>3,609,025</b>
<b>Employment Services</b>						
Wagner Peyser 16	7/1/16	9/30/17	5,050	5,050	100.00%	-
Wagner Peyser 17	7/1/17	9/30/18	595,007	354,712	59.61%	240,295
Wagner Peyser Performance Incentives	7/1/16	12/31/17	14,259	14,259	100.00%	-
Wagner Peyser Coop Outreach Prog	7/1/17	6/30/18	42,282	-	0.00%	42,282
Disabled Veterans Outreach Program Jul-Sep	7/1/17	9/30/17	26,808	26,808	100.00%	-
Disabled Veterans Outreach Program Oct-Jun	10/1/17	9/30/18	82,686	39,436	47.69%	43,250
Local Veterans Employment Program Jul-Sep	7/1/17	9/30/17	10,369	10,369	100.00%	-
Local Veterans Employment Program Oct-Jun	10/1/17	9/30/18	32,772	16,037	48.94%	16,735
Supplemental Nutrition Assistance Program July-Sept	7/1/17	9/30/17	139,160	139,160	100.00%	-
Supplemental Nutrition Assistance Program Oct-Jun	10/1/17	9/30/18	410,546	197,881	48.20%	212,665
SNAP ERS	2/1/17	9/30/17	30,700	12,061	39.29%	18,639
Unemployment Compensation Jul-Sep	7/1/17	11/30/17	11,210	11,210	100.00%	-
Unemployment Compensation/REA	10/1/17	9/30/18	44,800	29,260	65.31%	15,540
TAA PY16 Training	10/1/16	9/30/17	39,248	39,248	100.00%	0
TAA PY17 Training	10/1/17	6/30/18	213,529	75,803	35.50%	137,726
TAA PY16 Case Management	10/1/16	9/30/17	2,903	2,903	100.02%	(0)
TAA PY17 Case Management	10/1/17	6/30/18	32,196	2,109	6.55%	30,087
TAA PY16 Administration	10/1/16	9/30/17	3,649	3,649	100.00%	0
TAA PY17 Administration	10/1/17	6/30/18	21,241	7,791	36.68%	13,450
<b>Total Employer Services</b>			<b>1,758,414</b>	<b>987,746</b>	<b>56.17%</b>	<b>770,668</b>
<b>Welfare Transition</b>						
Welfare Transition Program Jul-Sep	7/1/17	12/31/17	586,509	586,509	100.00%	-
Welfare Transition Program Oct- June	10/1/17	6/30/18	1,759,525	1,093,911	62.17%	665,614
Welfare Transition Program NCP - July-Sept	7/1/17	12/31/17	354,000	354,000	100.00%	-
Welfare Transition Program NCP - Oct-Jun	10/1/17	6/30/18	1,062,000	631,251	59.44%	430,749
<b>Total Welfare Transition</b>			<b>3,762,034</b>	<b>2,665,671</b>	<b>70.86%</b>	<b>1,096,363</b>
<b>Direct Services</b>						
Reemployment & Eligibility Assessments 17	1/1/17	12/31/17	224,258	224,258	100.00%	(0)
Reemployment & Eligibility Assessments 18	1/1/18	12/31/18	180,230	84,719	47.01%	95,511
NEG SP	7/1/15	6/30/18	186,937	-	0.00%	186,937
NEG Hurricane Maria	10/1/17	9/30/18	50,000	-	0.00%	50,000
Robotics/Mechatronics Earmark Grant	7/1/17	6/30/18	400,000	221,440	55.36%	178,560
DOL- Youthbuild 2016	10/17/16	2/16/20	636,887	326,391	51.25%	310,496
DCF - Food for Families	9/1/17	12/31/17	635,000	592,879	93.37%	42,121
Florida Makes	3/1/17	2/28/18	366,602	114,280	31.17%	252,322
Americorp	8/1/17	7/31/18	193,614	41,851	21.62%	151,763
Able Trust	7/1/17	6/30/18	109,012	45,636	41.86%	63,376
JWB Youth Innovators - 2017	10/1/16	9/30/17	30,471	11,519	37.80%	18,952
JWB Youth Innovators - 2018	10/1/17	9/30/18	36,724	5,397	14.70%	31,327
Science Center/STEMe	7/1/17	6/30/18	415,000	295,486	71.20%	119,514
<b>Total Direct Services</b>			<b>3,464,736</b>	<b>1,963,856</b>	<b>56.68%</b>	<b>1,500,880</b>
<b>Grand Total</b>			<b>\$ 16,252,260</b>	<b>\$ 9,275,325</b>	<b>57.07%</b>	<b>\$ 6,976,935</b>

**RECEIVED**

April 13, 2018

APR 16 2018

**PAT GERARD  
COMMISSIONER**

Dear Commissioners Murman & Gerard:

Thank you both for all of your hard work exposing the corruption at Career Source Pinellas and Career Source Tampa Bay. Due to your dedication and relentless follow-up, you were successful in the termination of Ed Peachey and Haley Loeun. They were the two leaders responsible for creating and running a toxic work environment, unethical personal practices, and intentionally creating fraudulent placements.

However, as employees here, we want you to know that there are other major problem areas that need to be addressed as soon as possible.

Alice Cobb, Director of Human Resources, and Don Shepherd, Director of Special Projects, are still in place and are somehow escaping the notice of the board. We were hopeful that both boards would conduct an investigation within the agencies to identify who did the behind the scenes "dirty work" for Peachey and Loeun. Surprisingly that has not happened. Alice Cobb and Don Shepherd are two of the main culprits yet somehow stay under the radar but they are every bit as guilty as Peachey and Loeun.

Current problems less noticeable are the two interim CEO's Jennifer Brackney and Juditte Dorcy. Neither is equipped to handle the responsibilities of an Executive Director or President/CEO. Their leadership qualifications and style is certainly questionable and we are sure they will continue to revert back to the tyrannical management style they know.

The rank-in-file is very displeased with "more of the same" leadership and is anxiously awaiting new leadership. New leadership is absolutely necessary to improve morale and rebuild brand

Don Shepherd was the "guy" responsible for going into Employ Florida Marketplace (EFM) manipulating the placements to make them appear legitimate. Without board supervision over him the past two months, he has been free to go back into EFM and scrape clean all of his evidence.

Alice Cobb has already been discredited in Tampa Bay Times. She was hired by Peachey after being caught in the Orlando Workforce Agency scam. Ed Peachey's

claim that he was unaware of her previous employment is incredulous. It is very disconcerting that Alice Cobb remains in her current position.

With Alice Cobb, Director of Human Resources, deciding which resumes gets forwarded for interviews to the Board - qualified candidates will be passed by in favor of lower level candidates so as to not hire anyone who would question the continued unethical behavior. Thus reverting back to the hiring and firing practices put in place by Peachey and Loewen. **Alice Cobb should not be involved in screening or sourcing new leadership candidates!**

It is imperative that the Board of Directors for both CareerSource Tampa Bay and CareerSource Pinellas organize a "Selection Committee" to screen and interview new qualified candidates for leadership positions. (They are incorrect to assume that somehow the "status quo" leadership team is acceptable.)

After reading the Tampa Bay Times article today, so pleased to see that board members will be required to reapply for their volunteer positions. As there appears to be discord among board members: those who stayed in contact with Peachey and voted he should receive a severance/payout vs. those that know they did the correct thing by terminating him. Peachey's termination seems to be the only issue the Boards of Directors were focused on. By limiting their focus, they are once again failing to provide appropriate "Oversight of the Workforce Boards". They are falling short of their commitment by not hiring new leadership quickly.

It is very unfortunate that the citizens of Hillsborough and Pinellas counties had to experience the failure of their local workforce boards. If the Boards had provided "oversight" this entire scandal would have been recognized and avoided years ago. The unemployed citizens are entitled to a full-service workforce boards.

### **Questions:**

- Why are both Boards of Directors dragging their feet in moving forward to establish a "Selection Committee" and a search for a new Executive Director along with new directors?
- Why are the Boards not conducting their own interviews with employees?
- When will a Selection Committee be in place to begin interviewing new leadership?

Thank you both for your efforts and genuine concern for those who are left without leadership and direction. Our counties are lucky to have Commissioners like you!

# Attachment 15a

Members	Executive Committee								
	6/1/2016	8/3/2016	9/7/2016	11/2/2016	12/7/2016	2/1/2017	3/1/2017	5/3/2017	6/7/2017
Jack Geller	present	present	call	present	present	present	present	no	present
Kenneth Welch	call	call	call	call	call	no	call	call	call
Karla Leavelle	call	call	call	present	call	present	no	present	no
Audre Green	present	present	present	present	call	present	present	present	call
Anthony Degina	call	no	no	no	no	resigned			
Mike Mikurak	present	present	no	present	present	present	present	present	present
Dr. Robert Arnold	present	call	no	present	no	call	call	call	present
Bill Price	no	present	no	no	present	no	call	no	call
Lenne Nicklaus-Ball	no	present	present	present	no	present	no	call	call
Tom Bedwell	no	call	present	present	present	no	no	present	no
J. Bradley Houser		call	call	no	no	resigned			
Sandy Ho		present	call	present	present	present	no	no	present

Members	Science Center Committee			
	4/26/2016	8/10/2016	10/25/2016	1/24/2017
Audre Green	present	no		call
Mike Mikurak	present	call	present	no
Lenne Nicklaus-Ball	present	present	present	present
Patrick Baymont	call	no	call	present
David Fries	present	call	no	call
Walter McCracken	present	call	present	call
John O'Neill	present	resigned		
Sara Patterson	present	no	present	no
Richard Peck	present		present	present
Jim Sampey	present	no	no	no
Matthew Spear	present	present	no	present
Brad Jenkins	present	no	present	present
Bridget Bello	no	present	call	no
Jennifer Holloway	no	call	call	no
John Kearney	no	present	present	present
Nancy Loehr	no	resigned		
Andy Malcolm	no	present	no	no
Mark Swanson	no	no	no	no
Joseph Shankwitz	no	no	no	no
Andy Zolper	no	call	no	no
Kevin Carr		no	no	no
Shri Goyal	~	~	~	present

Members	Workforce Solutions				
	5/18/2016	8/23/2016	11/16/2016	2/14/2017	5/23/2017
Jack Geller	~	present	present	present	present
Audre Green	no	no	no	no	no
Anthony Degina	no	no	no	resigned	
Bill Price	no	call	no	no	no
Lenne Nicklaus-Ball	no	no	call	no	no
J. Bradley Houser	call	call	no	resigned	
Sandy Ho	call	present	no	present	present
David Fries		no	no	no	no
Kelly Kirchner	call	call	no	call	no
Janet Till	call	no	no	call	no
Mike Meidel	present	Falvey attended	Falvey attended	no	no
Kyle Barr	no	call	call	call	call
Marian Cacciatore	no	resigned			
Sondra Cranford	no	no	call	call	no
Keith Abraben	no	resigned			
Dr. Michael Grego	no	no	no	no	no
Mark Hunt	no	call	no	call	call
Dr. Bill Law	no	no	no	no	no
Karl Nurse	no	resigned			
Dianne Hufford	no	no	call	call	call
Mark Van Dame	no	call	no	no	no
Anne LaMarie	~	present		no	no
Andrea Falvey		for Meidel	for Meidel		
Rob Wolf	present	call	present	no	present
Sharon Hayes	~	~	no	present	
Marlene Velez	~	~	no	call	call

Audit Committee

Members	Joint Exec and Audit-		Audit Committee		
	4/21/2016	10/7/2016	12/14/2016	AD HOC - 1/17/2017	2/24/2017
Jack Geller	~	present		present	
Kenneth Welch	present	present	call	call	call
Karla Leavelle	present	no		present	
Mike Mikurak		present			
Dr. Robert Arnold		no	present	no	no
Bill Price		present		no	
Lenne Nicklaus-Ball		present		present	
Tom Bedwell		present			
J. Bradley Houser		call			
Sandy Ho		no			
Ed Peachey	present	present	present		
Jewel White	present	present	resigned		
Bill Berger	present	present	present		call
Jake Stowers			present		call

Compensation Committee

Members	10/5/2016	10/25/2016	2/27/2017
Jack Geller	~	~	present
Audre Green	no	no	present
Mike Mikurak	~	~	no
Dr. Robert Arnold	present	no	no
Bill Price	no	no	no
Lenne Nicklaus-Ball	present	present	present
William Griffiths	present	present	present

Finance Committee

Members	5/23/2016	7/29/2016	8/30/2016	11/29/2016	1/24/2017	4/25/2017
Jack Geller	no	no	present	present	present	present
Karla Leavelle	no	present	present	no	no	present
Dr. Robert Arnold	~	present	present	present	present	present
Bill Price	present	no	no	present	present	no
Lenne Nicklaus-Ball	present	present	present	no	present	present

One-Stop Committee

Members	5/26/2016	8/25/2016	11/17/2016	2/23/2017
Tom Bedwell	~	present	present	present
Anthony Degina	present	no	no	resigned
Carolyn King	present	present	present	call
Louell Britt	call	present	present	present
John Howell	present	no	present	present
William Griffiths	present	present	present	present
Debra Passerini	call	call	call	call
Dan Andriso	no	resigned		
Dr. Bill Law	no	no	no	no
Charles Lewis	no	resigned		
Paul Toomey	no	no	no	call
Celeste Fernandez	no	no	no	no
Mark Hunt	no	no	no	no
Scott Callison		present	present	present
Sondra Cranford		call	call	call
Tiffany Nozicka		call	for Fernandez	for Fernandez
David Fetkener		present	present	present
Debra Johnson		call	no	call
Russell Leggett		present	present	no
Gloria Campbell		no	no	no
Hoyt Hamilton		no	resigned	
Jack Jarrell		no	present	call
Mark Van Dame		no	call	call
Charlyn Shelton	~	~	no	no

Board of Directors

Members	6/15/2016	9/21/2016	12/14/2016	3/15/2017	6/21/2017
Jack Geller	present	present	present	present	present
Kenneth Welch	no	present	call	call	phone
Karla Leavelle	no	present	call	present	present
Audre Green	present	present	present	present	present
Anthony Degina	no	no	no	resigned	
Mike Mikurak	present	present	present	present	present
Dr. Robert Arnold	no	no	no	call	no
Bill Price	present	present	no	present	present
Lenne Nicklaus-Ball	no	no	present	call	present
Tom Bedwell	present	present	present	present	present
J. Bradley Houser	call	no	no	resigned	
Sandy Ho	no	present	present	no	no
Kyle Barr	call	no	call	call	no
Louell Britt	present	present	present	present	present
Sondra Cranford	call	no	no	call	call
Celeste Fernandez	present	present	call	no	call
David Fries	call	no	no	call	call
William Griffiths	present	call	present	present	present
John Howell	present	present	no	present	call
Debra Johnson	call	present	no	call	present
Carolyn King	present	no	present	present	present
Mike Meidel	present	present	present	present	present
Paul Toomey	call	present	present	no	no
Marian Cacciatore	no	resigned			
Larry Deisler	no	resigned			
Dr. Michael Grego	no	no	no	no	no
Mark Van Dame	no	no	no	no	call
Kelly Kirschner	no	no	no	no	no
Dr. Bill Law	no	no	no	no	resigned
Stephen Sarnoff	no	resigned			
Scott Callison	~	present	no	no	present
David Fetkener	~	present	present	present	call
Russell Leggett	~	present	no	present	no
Jack Jarrell	~	call	no	no	present
Anne LaMaire	~	present	no	no	no
Charlyn Shelton	~	~	present	present	no
Sharon Hayes	~	~	no	call	present
Mariene Velez	~	~	no	call	no
Steve Kornell (city appointee-non-voting)				present	present

# Attachment 15b

## Executive Committee

Members	8/2/2017	9/6/2017	11/1/2017	12/6/2017	1/31/2018	2/14/2018	2/28/2018	3/7/2018	3/14/2018
Dr. Bob Arnold	no	no	call	no	call	call	no	no	call
Tom Bedwell	call	present	present	present	present	present	present	present	call
Jack Geller	present	present	present	present	present	present	present	no	present
Aundre Green	present	present	present	present	present				
Comm. Pat Gerard	~	~	~	~	present	present	no	call	present
Sandy Ho	present	present	present	present	present	no	no	no	no
Karla Leavelle	call	no	present	present	call	present	present	call	present
Michael Mikurak	call	present	present	present	present	present	present	present	present
Lenne Nicklaus	call	present	present	no	present	present	present	present	call
William Price	call	no	present	no	call	present	present	call	present
Comm. Ken Welch	no	call	call	call	replaced w/ Comm. Gerard	~	attended for Comm. Gerard	~	~

## Finance Committee - Teleconference meeting

Members	7/25/2017	10/24/2017	11/28/2017	1/30/2018	2/27/2018	4/24/2018
Dr. Bob Arnold	Call	Call	Call	Call	No meeting	Call
Lenne Nicklaus	no	call	call	call	No meeting	Call
Jack Geller	call	call	call	call	No meeting	Call
Karla Leavelle	no	no	no	no	No meeting	Call
William Price	no	no	no	no	No meeting	Call

## Audit Committee - Teleconference meeting

Members	7/25/2017	11/28/2017
Dr. Bob Arnold	Call	call
Aundre Green	call	call
Comm. Welch	call	call
County Appointee		
County Appointee		

## Compensation Committee- Teleconference Meeting

Members	8/29/2017	11/1/2017	12/5/2017	4/12/2018
Dr. Bob Arnold	call	no	no	no
Aundre Green	call	call	call	
Bill Griffiths	call	~ deceased		
Lenne Nicklaus	no	no	call	present
William Price	no	no	no	present
Jack Geller	call	call	call	present
Michael Mikurak	call	call	call	present
Sean Butler (Tampa)	~	~	~	call
Randall King (Tampa)	~	~	~	present
Darren Veneri	~	~	~	no

## Workforce Solutions Committee

Members	8/15/2017	11/21/2017	2/13/2018
Kyle Barr	call	call	No meeting
Sondra Cranford	call	no	No meeting
David Fries	no	no	No meeting
Jack Geller	no	present	No meeting
Aundre Green	call	call	
Dr. Michael Grego	no	no	No meeting
Sharon Hayes	present	call	No meeting
Sandy Ho	no	call	No meeting
Dianne Hufford	no	no	No meeting
Mark Hunt	no	no	No meeting
Kelly Kirshner	present	call	No meeting
Mike Meidel	Falvey attended	Falvey attended	No meeting
Lenne Nicklaus	call	no	No meeting
William Price	no	no	No meeting
Janet Till	call	no	resigned
Mark Van Dame	call	call	No meeting
Marlene Velez	call	no	No meeting
Dr. Tonjua Williams	~	Henning attended	No meeting
Robert Wolf	present	no	No meeting

One-Stop Committee				
Members	8/24/2017	11/16/2017	2/22/2018	
Tom Bedwell	present	present	No meeting	
Lounell Britt	no	call	No meeting	
Scott Callison	no	present	No meeting	
Gloria Campbell	no	no	No meeting	
Sondra Cranford	call	call	No meeting	
Celeste Fernandez	Notissa called	Notissa called	No meeting	
David Fetkenher	present	no	No meeting	
Bill Griffiths	present	~ deceased	No meeting	
John Howell	present	present	No meeting	
Mark Hunt	no	no	No meeting	
Jack Jarrell	no	no	No meeting	
Debra Johnson	no	no	No meeting	
Carolyn King	no	present	No meeting	
Samuel Kolapo	call	call	No meeting	
Russell Leggette	present	no	No meeting	
Debbie Passerini	call	call	No meeting	
Paul Toomey	call	call	No meeting	
Mark Van Dame	call	call	No meeting	
Dr. Tonjua Williams	~	no	No meeting	

Science Center Committee				
Members	9/22/2017	11/20/2017	2/23/2018	
Patrick Baymont	present	present	No meeting	
Bridgette Bello	call	no	No meeting	
Kevin Carr	no	no	No meeting	
David Fries	no	no	No meeting	
Shri Goyal	no	present	No meeting	
Aundre Green	no	no	No meeting	
Jennifer Holloway	no	call	No meeting	
Brad Jenkins	no	no	No meeting	
John Kearney	present	present	No meeting	
Andy Malcolm	no	no	No meeting	
Kim Marston	no	no	No meeting	
Walter McCracken	present	no	No meeting	
Michael Mikurak	no	no	No meeting	
Lenne Nicklaus	present	present	No meeting	
Sara Patterson	no	present	No meeting	
Richard Peck	present	present	No meeting	
Jim Sampey	no	no	No meeting	
Joseph Shankwitz	no	no	No meeting	
Mark Swanson	no	no	No meeting	
Andy Zolper	no	no	No meeting	

Joint Ad Hoc Committee (as needed)				
Members	2/9/2018	3/16/2018	4/12/2018	
Tom Bedwell	present	no	present	
Jack Geller	present	present	present	
Comm. Pat Gerard	present	present	present	
Karla Leavelle	present	present	no	
Michael Mikurak	present	no	present	
William Price	present	present	present	
		Dr. Bob- guest call		

Sean Butler (Tampa)	present	call	call	
Shannon Evans (Tampa)	present	call	call	
Randall King (Tampa)	present	present	present	
Kenneth Jones (Tampa)	present	present	present	
Comm. Sandra Murman	no	no	present	
Richard Peck (Tampa)	present	present	no	

Board of Directors					
Members	9/27/2017	11/13/2017	3/21/2018	3/28/2018	
Dr. Bob Arnold	call	no	no	no	
Kyle Barr	no	no	present	call	
Tom Bedwell	present	present	present	call	
Lounell Britt	present	present	no	no	
Scott Callison	present	present	present	no	
Sondra Cranford	call	no	resigned		
Celeste Fernandez	no	present	no	no	
David Fetkenher	no	present	no	call	
David Fries	call	call	no	no	
Jack Geller	present	present	present	present	
Comm. Pat Gerard	~	~	present	present	
Aundre Green	present	present			
Michael Grego	no	no	no	no	
Bill Griffiths	call	~deceased			
Sharon Hayes	present	present	resigned		
Sandy Ho	no	present	no	no	
John Howell	no	present	no	present	
Jack Jarrell	no	no	no	present	
Debra Johnson	no	no	call	call	
Carolyn King	call	call	no	call	
Kelly Kirshner	no	no	present	call	
Samuel Kolapo	call	call	call	no	
Adrian LaTrace	~	~	~	no	
Karla Leavelle	call	no	present	present	
Russell Leggette	present	no	no	no	
Kim Marston	present	no	call	call	
Mike Meidel	present	present	present	present	
Mike Mikurak	present	present	present	present	
Lenne Nicklaus	present	present	call	present	
Debbie Passerini	call	no	call	call	
William Price	present	no	present	no	
Paul Toomey	call	no	resigned		
Mark Van Dame	no	no	no	no	
Marlene Velez	call	no	resigned		
			replaced by Comm. Gerard		
Comm. Ken Welch	no	no			
Dr. Tonjua Williams	no	Noting attended	Noting attended	no	

UPCOMING  
EVENTS

May 2, 2018  
11:00 a.m.

Executive Committee  
13805 58th Street N.

May 15, 2018  
2:30 p.m.

Workforce Solutions  
Committee  
13805 58th Street N.

May 17, 2018  
9:00 a.m.

One Stop Committee  
13805 58th Street N.

May 25, 2018  
11:00 a.m.

Science Center  
Committee  
7701 22<sup>nd</sup> Avenue N.

May 29, 2018  
9:00 a.m.

Finance Committee  
Teleconference

May 29<sup>th</sup> – August 10<sup>th</sup>  
Summer Camp  
7701 22<sup>nd</sup> Avenue N.

### Professional Mixer

The Professional Mixer recruiting event took place at the SPC Epicenter in Clearwater, on March 21, 2018. There were a total of 12 participating employers, including: Katpro Technologies, New Horizons, and Burger 21. Over 120 job-seekers participated at the event and had an opportunity to meet with hiring representatives from companies that caught their interest. A variety of positions were available to fill, in fields such as IT, Customer service and Professional services. At the end of the event, employers related their overall satisfaction with the candidate pool in attendance, and identified several candidates for follow-up interviews.

### Summer Camp at the Science Center

Release your child's inner scientist this summer at the Science Center of Pinellas. Join us for our annual summer camp program where your youngster will be able to explore the wonders of 3D printing, interact with our 700-gallon marine touch tank and learn fun science experiments all summer long. Camp begins May 29<sup>th</sup> and ends August 10<sup>th</sup> with our End of Summer Bash! Register today at <http://www.sciencecenterofpinellas.org/youth/stem-camps/> – perhaps your superstar loves rocketry, so sign up for “Space Camp.” Are Robots more your child's style? How about “Ready, Set, Robotics.” We offer a variety of programs and costs so that every child can experience this great opportunity. For more information, please visit our website or contact [lstiglic@careersourcepinellas.com](mailto:lstiglic@careersourcepinellas.com)

### Labor Market Information

The unemployment rate in the CareerSource Pinellas region (Pinellas County) was 3.4 percent in March 2018. This rate was 0.4 percentage point lower than the region's year ago rate of 3.8 percent. The region's March 2018 unemployment rate was 0.4 percentage point lower than the state rate of 3.8 percent. The labor force was 497,153, up 9,594 (+2.0) over the year. There were 16,855 unemployed residents in the region.

### James Capawana- Success Story

James Capawana is a member of the Professional Talent of Tampa Bay (PTT), a CareerSource networking group that helps professionals in the region transition into new career opportunities. PTT serves customers by providing training to help make job-seekers more marketable, networking opportunities through weekly meetings featuring guest employers and offering exclusive job-fair access to its participants. James attended one such event, the Professional Mixer held last month, and personally shared his story below:

*My road to a new job was through an unfamiliar Source: In the two weeks following my company layoff, I was uncertain about how to go about landing a new position. I learned via Employ Florida of the weekly Professional Job Club; was hesitant to attend, but decided to give it a try. During my first visit at Job Club orientation, I was informed of an invitation-only Professional Mixer that was to occur. At the Mixer, I met representatives from several companies. Two assessments, three interviews and two weeks later, I was offered and accepted an employment offer from the company that I had come to greatly admire. I realized two things through the experience: 1) My own job search model, virtually void of networking and founded on a 1% chance of obtaining a job through online applications, likely would have taken a lengthy period of time before success was reached, if it was at all. 2) There was a direct connection between walking into a Career Source Pinellas meeting and landing, exactly three weeks later, a position that I am genuinely excited about. My sincere thanks to Career Source Pinellas and to those named for helping me find my new company in such short order!*

-James Capawana