

**CareerSource Pinellas  
Executive Committee Meeting  
Minutes of August 2nd, 2017**

**Date:** August 2, 2017, 11:00 a.m.

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

**Call to Order**

Chairman Aundre Green called the meeting to order at 11:00am. There was a quorum present with the following Executive Committee members participating.

**Committee Members in attendance**

Tom Bedwell (phone), Jack Geller, Aundre Green, Sandy Ho, Karla Leavelle (phone), Michael Mikurak (phone), Lenne Nicklaus-Ball (phone), William Price (phone)

**Committee Members not in attendance**

Dr. Robert Arnold, Commissioner Welch.

**Staff Present**

Edward Peachey, Kristin Dailey, Alice Cobb, Haley Loeun, Don Shepherd, Michelle Schultz, Jennifer Brackney, Luna Jean-Pierre, Joseph Calhoun, Howard Nguyen.

**Guest(s)**

Charlie Harris

**Action Item 1 – Approval of Minutes**

The minutes of the June 7th, 2017, Executive Committee meeting were presented for approval.

Motion: Jack Geller

Second: Mike Mikurak

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

**Action Item 2 – Forms Revision 2017-18 Related Party Contracts**

A list of related party contracts was presented to the Executive Committee and then full Board of Directors at their meetings in June 2017 in accordance with the Conflict of Interest policy that had been issued by CareerSource Florida several years ago. CareerSource Florida amended their policy in May, 2017. Below is a summary of the changes in the policy:

- The revision changes the required documentation specified in Section V, Required Documentation, subsections a)-j).
- Language was also added to Section V to provide clarity on requirements and the intent of the policy. Request for approval of contracts should only be submitted when the contracts will be executed and services specified in the contracts will begin within a reasonable time following approval of the contracts. Seeking “blanket” approval of future potential contracts is not within the spirit of the policy.

- The authorized signature for the Contract Information Form was changed to require the signature of the board chair or vice chair. In addition to this change, modifications were made to the form to gather additional information.

As a result of this policy change by CareerSource Florida, staff has already reached out to many of the Board members who had declared a conflict during the voting at the June Board meeting to obtain the required updated conflict forms. In addition, staff has provided the new policy to counsel for his review and consideration of the definition of a conflict as it appears we may have been overly conservative in the past in asking Board members to declare a conflict when there may not have been a “personal financial gain” as is required for a conflict. Finally, staff has created new standard operating procedures for our OJT process and our EWT process as well as a new contract document that combines all workforce services (OJT, EWT) into one agreement for use.

Motion: Mike Mikurak  
 Second: Karla Leavelle

*The Executive Committee recommends approval of the:*

- *OJT Standard Operating Procedure*
- *EWT Standard Operating Procedure*
- *Workforce Services contract agreement form*

*The motion carried.*

**Action Item 3 – Board Directors Nomination**

- **Tonjua Williams, Ph.D.**, President, St. Petersburg College  
 Representation: Education  
 The application is enclosed.
- **Kim Marston**, Regional Asset Manager, MFT Holdings  
 Representation: Business/ Real Estate  
 The application is enclosed.

Motion: Karla Leavelle  
 Second: Tom Bedwell

*The Executive Committee is recommending approval of Dr. Tonjua Williams and Mr. Kim Marston to serve on CareerSource Pinellas Board of Directors, effective through June 30, 2019. Upon approval, forward this recommendation to the appointing authority, Pinellas County Board of County Commissioners. The motion carried.*

**Action Item 4 – Program Year 2016 – 2017 Budget Modification No. 7**

Total budgeted revenue has increased from \$18,515,880 to \$18,674,311 for an overall increase of \$158,431. This is due to the following:

**Workforce Investment Act Programs:**

Increase in WIOA Adult of \$2,950

Increase in WIOA DW of \$2,717

Increase in WIOA Performance Incentives of \$10,266

New award for WIOA Community Based Sector Strategies of \$9,750

**Employment Services Programs:**

Increase in TAA of \$87,840  
Decrease in Wagner Peyser of \$1,699  
Decrease in Veterans programs of \$21,886

**Welfare Transition Programs:**

Increase in Welfare Transition of \$23,493

**Direct Grants and Special Programs:**

Increase in NEG Job Driven of \$45,000

Motion: Jack Geller

Second: Sandy Ho

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

**Action Item 5- Program Year 2017 – 2018 Budget Modification No. 1**

Total budgeted revenue has increased from \$13,243,529 to \$13,953,512 for an overall increase of \$709,983. This is due to the following:

**Workforce Investment Act Programs:**

Decrease in WIOA Adult of \$123,647

Increase in WIOA Youth of \$58,073

Increase in WIOA DW of \$423,553

New award for WIOA Supplemental of \$214,666

New award for WIOA Community Based Sector Strategies of \$134,176

Increase in WIOA Performance Incentives of \$196,635

**Employment Services Programs:**

Increase in TAA of \$6,736

Decrease in Wagner Peyser carryforward of \$36,144

Increase in Wagner Peyser Performance Incentives of \$13,820

Decrease in SNAP ERS of \$69,300

**Welfare Transition Programs:**

Decrease in Welfare Transition of \$172,451

Decrease in Welfare Transition NCPP of \$500,000

**Direct Grants and Special Programs:**

New award for Pre-Vocational Training of \$400,000

Increase in RESEA carryforward of \$2,678

Increase in USDOL Youthbuild carryforward of \$36,944

Increase in Florida Makes carryforward of \$66,367

Increase in JWB Youth Innovators carryforward of \$32,198

Increase in Able Trust-Ability Initiative Grant carryforward of \$25,679

Motion: Jack Geller

Second: Karla Leavelle

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

**Action Item 6- Audit Engagement Letter**

Enclosed is the Audit Engagement Letter with Powell & Jones, CPAs. The Engagement Letter would serve as an agreement regarding the audit work to be done.

Motion: Jack Geller  
Second: Lenne Nicklaus Ball

*The Executive Committee recommends approval of the Audit Engagement Letter with Powell & Jones, CPAs. The motion carried.*

**Other Administrative Matters**

None at this time.

**Public Comments**

None were made.

**Adjournment**

The meeting was adjourned at 11:53 AM.

DRAFT