

**CareerSource Pinellas  
Executive Committee Meeting  
Minutes of December 6, 2017**

**Date:** December 6, 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, Jack Geller, Aundre Green, Sandy Ho, Michael Mikurak, Commissioner Welch (phone), Karla Leavelle.

**Committee members absent**

Dr. Robert Arnold, Lenne Nicklaus, William Price.

**Staff Present**

Edward Peachey, Haley Loeun, Alice Cobb, Don Shepherd, Jennifer Brackney, Luna Clarke, Howard Nguyen.

**Guest(s)**

Kelly Ruoff (Trenam), Mark Puente (Tampa Bay Times), John Brethauer (ProVise- phone)

**Action Item 1 – Approval of Minutes**

The minutes of the November 1st, 2017, Executive Committee meeting were presented for approval.

Motion: Jack Geller

Second: Tom Bedwell

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

**Action Item 2 – Request for proposals: Insurance Broker**

CareerSource Pinellas has used the same insurance broker since 2011. This insurance coverage includes employer's liability, comprehensive general liability, directors and officer's liability, and property (computers, furniture, etc.) insurance.

Staff will develop Requests for Proposals to solicit bids from interested Organizations.

Once proposals are received, a selection committee comprised of staff will meet to review and recommend which proposal to accept.

Motion: Jack Geller

Second: Sandy Ho

*The Executive Committee recommends approval of the development and issuance of an RFP for insurance. The motion carried.*

**Action Item 3 – Annual Financial Audit for the FY Ended 06/30/17**

The audit firm of Powell & Jones, CPAs has completed the annual financial audit of the accounting records and systems of WorkNet Pinellas, Inc. for the fiscal year ended June 30, 2017. Enclosed is a copy of the audit report. Representatives from the firm presented the results to the Audit Committee.

Motion: Commissioner Welch  
Second: Jack Geller

*The Executive Committee recommends approval of the Annual Financial Audit for the fiscal year ended June 30, 2017. The motion carried.*

**Action Item 4 – Program Year 2017 – 2018 Budget Modification No. 3**

Total budgeted revenue has increased from \$14,696,937 to \$15,425,653 for an overall increase of \$728,716. This is due to the following:

**Workforce Investment Act Programs:**

New award – Sector Strategies Career Ready for \$140,000

New award – Sector Strategies IT Training for \$180,000

New award – Sector Strategies Construction for \$60,000

New award – Governor’s Challenge for \$100,000

**Employment Services Programs:**

Increase in SNAP of \$66,706

Decrease in Unemployment Services of \$3,990

**Welfare Transition Programs:**

Increase in Welfare Transition of \$1,000

**Direct Grants and Special Programs:**

Increase in DCF Food for families \$185,000.

Motion: Jack Geller  
Second: Michael Mikurak

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

**Action Item 5 – Approval of Training Vendor- Tampa Truck Driving School (ID# 5380)**

Tampa Truck Driving School has a license from the Commission for Independent Education (#5380). Staff conducted a site visit on October 31, 2017. Tampa Truck Driving School, Inc. will start reporting to FETPIP this year. Tampa Truck Driving School, Inc. agrees to report student data to FETPIP in a timely manner.

**Courses/Certificate/Diploma Programs**

Program – Course # - Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration Of Training	Completion Rate	Average Wage At Placement
Class A CDL Training	n/a	\$5,000	\$200	\$5,200	165 clock hours/ 3 weeks	82.35%	\$15.00 per hour

- School Opened: 7/21/2015
- Entered Employment Rate: 86%
- Retention Rate: 86%
- Total enrollments for prior year: 900
- Total Cost, Completion Rates and Average Wage at Placement for the program are comparable to other schools that offer the same type of training.
- Currently there are two approved training vendors for LWDB 14 that offer truck driving training.

*NOTE: In accordance with CareerSource Florida Administrative Policy #90 – WIOA Eligible Training Provider List when the training provider has met the established criteria LWDB are required to approve the training provider..*

Motion: Michael Mikurak  
 Second: Jack Geller

*The Executive Committee recommends approval of Tampa Truck Driving School as an approved training vendor for LWDB 14. The motion carried.*

**Action Item 6 – Request for Qualifications (RFQ) Issuance: 2018 Business Associations**

Each year CareerSource Pinellas issues a Business Associations RFQ. This provides a foundation for establishing a working relationship with local Chambers of Commerce and various industry-specific business associations. The RFQ submissions will include a plan that outlines the expectations related to the ongoing promotion of CareerSource Pinellas’ programs and services to local employers.

Motion: Tom Bedwell  
 Second: Karla Leavelle

*The Executive Committee recommends approval of the issuance of the 2018 RFQ for Business Associations. The motion carried.*

**Action Item 7 – Charter School Project – Science Center**

The Science Center of Pinellas offers a great opportunity to educate local youth and prepare them for future careers. Currently, the Science Center hosts the Tampa Bay Youth Build (TBYB) Program, which aims to assist at-risk and low-income youth satisfy GED and diploma requirements. The program is currently providing supportive services

and skills-training to 32 students enrolled, and is expected to enroll an additional 38 students in spring 2018. CareerSource Pinellas intends to transform this program into a charter school in Pinellas County School District for the 2019-2020 school year. The school will share the name, "Science Center of Pinellas" and operate at the Science Center location, as well as some construction sites that currently work with TBYB. With charter school certification, the Science Center will receive funding to enhance the resources of the program, enabling growth of student enrollment and, in turn, the betterment of the lives of community youth. The charter school application process is quite extensive and the project includes four phases:

<b>LETTER OF INTENT</b>	A brief letter submitted containing mission statements, board of director member contact information, general location, and student enrollment figures	ASAP
<b>PART 1 of APPLICATION</b>	A 110 page document including every specific involved with successfully operating a school in Pinellas Co.	2/1/18
<b>PART 2 of APPLICATION</b>	If Part 1 is approved, applicants advance to the next round	3/1/18
<b>CONTRACT NEGOTIATION</b>	If approved, the school district will present a contract for negotiation	4/1/18

With success of this process, the Science Center will be a fully functional charter school and have the ability to positively impact more people in the community.

Motion: Tom Bedwell  
 Second: Michael Mikurak

*The Executive Committee recommends approval to move forward with the charter school project, review attached Letter of Intent, and submit the letter through the appropriate channels. The motion carried.*

**Other Administrative Matters** – The following action items were listed under “other Admin matters”.

**Action Item 8 – Issuance of RFP for 401(k) Retirement Services Advisor**

After a solicitation in 2013, WorkNet selected and hired a 401(k) Retirement Services Advisor to provide education, retirement preparedness advising, investment review and oversight, and personal financial security planning analysis for staff who request such services. As we have had the same Advisor, Roger Machlin, since that solicitation, it is prudent to issue a new RFP for the same and possibly enhanced services.

Motion: Jack Geller  
 Second: Tom Bedwell

*The Executive Committee recommends authorizing staff to release an RFP for an independent retirement advisor to provide investment advice to individual staff with the stipulation that any respondent must be classified as an ERISA 3(38) fiduciary advisor/manager. The motion carried.*

### **Action Item 9 – Quarterly 401(k) Monitoring Report and Recommendations**

Our organization's 401(k) plan is monitored on a quarterly basis by ProVise Management Group. Attached is their quarterly monitoring report that details all of the funds in WorkNet Pinellas' plan including the holdings summary, fiduciary score, investment performance, etc. In addition, ProVise is recommending some fund changes based on the performance review.

Motion: Jack Geller  
Second: Sandy Ho / Karla Leavelle

*The Executive Committee recommends to authorize ProVise to replace the following funds that are falling below our investment criteria with the recommended funds:*

- *Replace Nuveen Mid Cap Growth with Eagle Mid Cap Growth*
- *Replace Franklin Small Cap Growth with Janus Henderson Triton.*

*The motion carried. The Committee also recommends that the Board counsel reviews those recommendations and provides feedback at the next Executive meeting*

### **Action Item 10 – Compensation Plan Flexibility**

After approval by the Compensation Committee, Executive Committee, and full Board in August 2016, CareerSource Pinellas adopted a new compensation plan based on the results of a statewide survey conducted by Evergreen Solutions. The survey included the workforce development industry within Florida and throughout the United States as well as similar organizations within the local labor market. Survey data was supplemented by existing salary survey data that was timely, high-quality, reliable and accurate. One of the recommendations also adopted by the Committees and Board was to “conduct small-scale salary surveys as needed to assess the market competitiveness of hard-to-fill classifications and/or classifications with retention issues, and make adjustments to pay grade assignments if necessary.” Staff have been diligently conducting those small-scale salary surveys as new positions are created for grants and other funding received and when it is recognized that we are having challenges hiring and/or retaining qualified staff at the current rate of pay included in our compensation plan. While the overall compensation plan is not out of date, staff have found several instances that the salary band associated with a particular position, especially those associated with IT and other instructor positions, are no longer competitive as our economy grows and unemployment drops to record levels

Motion: Tom Bedwell  
Second: Jack Geller

*The Executive Committee recommends giving the President and CEO the authority to offer a salary that is competitive with the market to ensure we attain and retain the talent necessary to continue to be one of the highest performers in the State of Florida and a leader in program results in the Nation. At no time will this compensation authority extend to the point that the budget line item for salaries is exceeded without the review and approval of the Finance Committee. The motion carried.*

### **Action Item 11 – Board Directors: Nomination**

- **Mr. Chad Simpson** Regional Director, Miller Electric

Representation: Construction  
The application is enclosed

Motion: Tom Bedwell  
Second: Michael Mikurak / Sandy Ho

*The Executive Committee recommends approval of Mr. Chad Simpson 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*

**Public Comments**

None were made.

**Adjournment**

The meeting was adjourned at approximately 11:52 AM.

DRAFT