

CareerSource Tampa Bay Special Board of Directors Meeting

Date: May 31, 2018, 11:30 a.m.

Location: CareerSource Tampa Bay Office, 4902 Eisenhower Blvd. Tampa, FL

Call to Order

Chair Dick Peck called the meeting to order at 11:30 a.m. There was a quorum present with the following Board Members participating.

Board Members in attendance

Tom Aderhold, W. Scott Brooks*, Sheryl Brown, Sean Butler, Robert Coppersmith, Richard Cranker, Shannon Evans*, John Howell, John Kearney, Randall King, Jennifer Kuhn, Commissioner Sandra Murman, Paul Orvosh, Dick Peck, Michael Ramsey*, Craig Richard*, Yanina Rosario, Patricia Suarez, Roy Sweatman, Darren Veneri

Board Members not in attendance

Stephanie Brown-Gilmore, Dr. Ginger Clark, Robert Garry, Tim Harding, Ken Jurgensmeyer, Rosanna Matucan-Carson, Eileen Schneider

Staff Present

Juditte Dorcy, Alice Cobb, Jody Toner, Joe Vitale, Mai Russell

Board Counsel

Kelly Rouff

Others in attendance

Kenneth Jones, Dick Manet, Barbara Aderhold, Mario Rendina

Action/Discussion Items

1. Transition Plan Update

We are continuing our efforts in moving towards completing the transition process for CareerSource Tampa Bay to operate as a stand-alone entity. An Ad Hoc Transition Committee has been formed to provide guidance to staff. Members are: Betsy Irizarry, Sean Butler, Darren Veneri, and Randall King. On May 14th, the Ad Hoc Transition Committee met and approved procuring for an HR Consultant. To better coordinate the transition process, weekly meetings are being held amongst Interim Directors, Finance Directors, HR Director for both regions, and Hillsborough County Liaison.

We are currently working to ensure benefits, 401K, worker's comp, and employee liability are negotiated and secured in a proposed timeline. The organization structure is currently being drafted.

The following points of discussion ensued:

- Cigna has agreed to continue with the current benefits package thru December 31st.
- It will take between 11 – 12 weeks to set up payroll system with ADP. ADP has agreed to waive the \$18K set up fee.

Motion: Commissioner Sandra Murman
Second: Darren Veneri

The Board of Directors approved extending the deadline [for CareerSource Tampa Bay] to operate as a standalone organization to September 1, 2018. The motion pass unanimously.

2. Designate Authorized Signer

An additional authorized signer is needed to sign checks and transact business on the corporate banking accounts with TD Bank.

Staff is requesting adding Vice Chair Sandra Murman as an authorized signer on Tampa Bay WorkForce Alliance banking accounts.

Motion: John Kearney
Second: Tom Aderhold

The Board of Directors approved adding Sandra Murman as an authorized signer. The motion pass unanimously.

3. RFP Issuance: One Stop Operator

Per USDOL's recommendation, the One Stop Operator RFP is being reissued. For the purpose of this RFP, One Stop Operator is defined as an entity that will coordinate the service delivery of participating one-stop partners and service providers.

Scope of Services

- Establish and/or maintain linkages between all one-stop partners designated by CareerSource Tampa Bay to improve communication, referral, service delivery, and tracking of performance of the partners;
- Coordinate and hold at least quarterly meetings with all one-stop partners designated by CareerSource Tampa Bay;
- Assist CareerSource Tampa Bay in the identification of appropriate clauses for all Memorandum of Understanding with all one-stop partners designated by CareerSource Tampa Bay as it relates to sharing of information, reporting of performance and tracking of customers;
- Establish a MOU database to easily track organizational involvement and expiration dates of the MOU;
- Manage CareerSource Tampa Bay's partnership efforts with the State of Florida required partners such as Blind Services;
- Facilitate and encourage participating one-stop partners to use the principles of universal design in their operations to ensure customer access;
- Disclose any potential conflicts of interest arising from the relationship of the One-Stop Operator with particular training service providers or other service providers;
- Establish practices that encourage the One-Stop partners to provide services to individuals with barriers to employment, including individuals with disabilities, who

- may require longer-term services, such as intensive employment, training, and education services;
- Comply with Federal regulations, and procurement policies, relating to the calculation and use of profits;
 - Working with CareerSource Tampa Bay and applicable state agencies, create a strategic plan to integrate the intake, case management, and reporting of the one-stop partners; and
 - Manage, track, and oversee CareerSource Tampa Bay's Customer Satisfaction initiatives.

The following points of discussion ensued:

- The anticipated contract amount will be between \$30K to \$40K. This amount is determined based on similar contracts of other comparable regions in terms of the number of population.

Motion: Commissioner Sandra Murman
Second: Yanina Rosario

The Board of Directors approved issuing the One Stop Operator RFP.
The motion pass unanimously.

4. Compensation for Interim Executive Director

With the administrative suspension of CareerSource Tampa Bay President and CEO on February 2, 2018, 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 a 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.

On April 12, 2018, the joint Compensation Committee met and recommended to increase the Interim Executive Director salary by \$1,000 monthly. Following are members of this committee:

Representing CareerSource Tampa Bay: Sean Butler, Randall King, and Darren Veneri was not in attendance.

Representing CareerSource Pinellas: Jack Geller, Michael Mikurak, Lenne Nicklaus, William Price, and Dr. Robert Arnold was not in attendance.

On May 3, 2018, CareerSource Tampa Bay Executive Committee requested for a recommendation of an appropriate figure that is align with HR practices and scope of responsibilities.

Immediately after this meeting, an Ad Hoc Transition Committee was formed. Following are members of this committee: Sean Butler, Betsy Irizarry, Randall King, and Darren Veneri.

On May 14th, the Ad Hoc Transition Committee met to consider a recommendation. After much discussion, there was a consensus to increase the base salary to \$127,900, the maximum salary of the current position of Director of Programs.

Motion: Commissioner Sandra Murman
 Second: Sean Butler

The Board of Directors approved increasing Interim Executive Director Juditte Dorcy's base salary to \$127,900 until a new President is hired. That amount will be retroactive to the start date.

The motion pass unanimously.

Other Administrative Matters

None was brought forward for action.

Chairman Peck opened the floor for comments.

John Kearney cautioned all members not to make judgments based on other people's opinions. He encouraged all members to meet with the employees to better understand the programs and services. He thanked all employees for their continued dedication in helping the customers.

Tom Aderhold inquired about an update on the investigations. Staff responded that DEO IG is still requesting for additional items. No response has been received from other agencies.

5. Policies & Procedures Revision Log

Tom Aderhold requested that the policies & procedures revisions log be made available to all board members.

Motion: Tom Aderhold
Second: John Kearney

The Board of Directors approved that the [Policies & Procedures] revisions log be maintained and made available for Board review.

The motion passed unanimously.

Public Comments

There was none.

Adjournment

The meeting was adjourned at approximately 12:10 p.m.