

**CareerSource Pinellas  
Consent Agenda of Executive Committee Meeting  
09/05/2018**

**Actions Approved At CareerSource Pinellas Executive Committee Meeting**

*This consent agenda will be presented for approval at the next Board of Directors meeting. Any Board Member shall have the ability to request that an action be brought forth for discussion at the meeting. If no such request is made, the actions shall stand.*

**Date:** September 5, 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**

David Fetkenher, Jack Geller, Comm. Patricia Gerard, Barclay Harless, John Howell (phone), Karla Leavelle, Russell Leggette, Michael Meidel, Scott Wagman.

**Committee Members not in attendance**

Michael Gliner

**Staff Present**

Jennifer Brackney, Don Shepherd, Deborah Budaj, Luna Clarke, April Torregiante, Steven Blakey.

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

**Guest (s):**

Whitney Creech - Office of Comm. Gerard

**Chair's Report**

1. The Chairman report was distributed at the meeting as the Newsletter handout.
2. Moving forward, the Consent Agenda of previous items discussed by the Executive Committee will be presented at every board meeting for approval. There will no longer be a 5-day deadline to approve the actions taken by the Executive Committee. Alternatively, any Board Member shall have the ability to request that an action be brought forth for discussion at the meeting. If no such request is made, the actions shall stand.

**Action Items**

**1. Approval of Minutes**

The minutes of the August 1, 2018 Executive Committee meeting were presented for approval.

Motion: Commissioner Gerard

Second: Michael Meidel

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

**2. MOU Amendment: CareerSource Pinellas and the Florida Department of Education, Division of Vocational Rehabilitation**

The Workforce Innovation and Opportunity Act of 2014 relies heavily on the One-Stop delivery system to coordinate resources and to prevent duplication and ensure effective and efficient delivery of workforce services in Pinellas County. This Memorandum of Understanding (MOU) establishes joint processes and procedures that enable Partner integration into the One-Stop Delivery System resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities in Pinellas County. The Infrastructure Funding Agreement (IFA) establishes a financial plan, including terms and conditions, to fund the services and operating costs of the One-Stop customer delivery system. Both parties to this IFA agree that joint funding is a necessary

foundation for an integrated service delivery system. The proposed MOU amendment is required in order to establish a term date for the MOU between CareerSource Pinellas and the Florida Department of Education, Division of Vocational Rehabilitation of June 30, 2020, where previously there was an automatic one-year renewal term. This MOU was originally approved by the CareerSource Pinellas board in June 2016 and the Board of County Commissioners on February 7, 2017. The attached IFA contains the following adjustments from the previously approved IFA:

1. Section VI (page 4 of 7) – added the following language: “*Payment will be made in a single payment during the final quarter of each program year this IFA is in effect.*”

2. Section XIV Governance removed, which previously stated:

*“The accountability and responsibility for the One-Stop career center system's organizational activity and accomplishments will rest with CareerSource. Pursuant to the Act CareerSource shall conduct oversight with respect to the One-Stop delivery system. Any dispute concerning this IFA will be resolved in accordance with CareerSource's Grievance/Complaint and Hearing/Appeal Procedures QA-010.”*

3. Section XV, Payment Methodology (page 6 of 7), added to the IFA calling for an invoice to be issued in the final quarter for the entire sum.

Motion: Commissioner Gerard

Second: Barclay Harless

*The Executive Committee recommends Approval of the amended MOU and IFA. Subsequently, it will be forwarded to the Pinellas Board of County Commissioners for final approval. The motion carried. Mr. John Howell abstained from voting, as a representative of the FL Department of Education, Division of Vocational Rehab.*

### **3. Communication with Pinellas County Inspector General**

**Background:** At the August 1, 2018 Executive Committee meeting, an action item was presented, requesting to engage the services of Powell & Jones CPAs to review the incentives given to Business Services staff, during a 13-month period, from July 1, 2016 to August 1, 2017. The Executive Committee recommended tabling this item until a determination and/or quote is received from the Pinellas County Inspector General (Clerk of the Court), regarding whether to engage in an expanded review and how much it would cost for their office to conduct a review of the Business Services Incentives

**Outcome:** As requested, management communicated with the Pinellas County Inspector General regarding the matter. Inspector Collazo's answer reads in part: *“The [Powell & Jones] report cited above contains sufficient evidence to form an opinion, and auditing another sample may not provide additional benefit, considering the engagement cost and action already taken by management. However, should the CareerSource Pinellas Board want us to perform a limited scope audit, we would require signing a memorandum of understanding, and request access to the entire work product of Powell & Jones. Due to our current workload, the earliest date we could start the engagement is September 24, 2018.”*

The full memo from the Pinellas County Inspector General was attached.

*The previously tabled action item of August 1, 2018 is deemed “dead” for lack of a motion. It was also suggested that the board enlist the assistance of the office of the Pinellas County Inspector General in the future to conduct the organization's internal controls audit. The item will be presented to the Audit Committee for further discussion, and a recommendation (if any) will come from them.*

### **4. Request for Proposals: One-Stop Operator**

A Request for Proposals for One Stop Operator was issued on July 3, 2018 to solicit proposals from companies to provide services required of a One-Stop Operator. The One-Stop Operator will coordinate the service delivery of participating one-stop partners and service providers within the career centers. This RFP was publicized via multiple avenues, including notices in the Tampa Times and to interested bidders. The proposals were due on August 9, 2018. Two proposals were received, respectively from Complete Technology Solutions and Kaiser Group d/b/a Dynamic Workforce Solutions. Both proposals met the submission requirements. A selection committee consisted of staff members met on August 14<sup>th</sup> to discuss their independent evaluations. The scores received are listed below:

Proposers	Total Score (Max. points 500)
Kaiser Group d/b/a Dynamic Workforce Solutions	441
Complete Technologies Solutions	412

Motion: Barclay Harless

Second: Commissioner Gerard

Members discussed that the One-Stop Operator should be able to manage the internal monitoring process of the company, as a third party. It was also suggested that the Operator presents any monitoring report directly to the Board of Directors.

*The Executive Committee recommends approval to enter into contract negotiations with Kaiser Group d/b/a Dynamic Workforce Solutions for One-Stop Operator Services. The motion carried unanimously.*

#### **5. Annual Financial Audit For the Fiscal Year Ended June 30, 2018**

**This item is pulled out of the consent agenda to be a separate action item. It will be discussed at the meeting.**

#### **6. Feasibility of selling the Science Center property**

At the August 31, 2018 Science Center Committee meeting, members discussed the feasibility of selling the Science Center property. Members discussed the various services provided to customers at the Science Center location and had a preliminary discussion on whether or not to keep or sell the property. After a thorough discussion, the Science Center Committee members recommended to conduct an appraisal of the Science Center loan through the current financial institution serving as the note-holder. This appraisal would be for the purpose of determining possible options to refinance the property.

Members further discussed whether there are any benefits for the organization to keep the science center. If not, there is the open option to sell the property. Several training programs and classes take place at the facility, if we were to sell the property, a new location would be needed to house those programs. The Science Center committee is entrusted with making a decision on the future of the property and recommending a course of action to the board. Members suggested that management attend to the safety issues that can be addressed at this time. Those issues are related to the roofing, the air conditioning filters, and the electrical panels. A follow-up will be done to contact an expert on mold abatement. Staff to contact the financial institution (Hancock-Whitney) and let them know of our intention to perform an appraisal for the purpose of possible refinancing.

Motion: Commissioner Gerard

Second: David Fetkenher

*The Executive Committee recommends approval to conduct an appraisal of the Science Center through the current financial institution serving as the note-holder. This appraisal would be for the purpose of determining possible options to refinance the property. This motion carried unanimously.*

#### **Other Administrative Matters**

There are none.

### **Information Items**

#### **1. Transition Update & Timeline**

WorkNet Pinellas, Inc. voted to approve a transition deadline of September 1st 2018 as requested by CareerSource Tampa Bay. As a result, WorkNet Pinellas, Inc. sent WARN layoff notices to all CareerSource Tampa Bay staff and shared services staff that WorkNet Pinellas, Inc. would no longer employ these employees as of August 31, 2018. Those employees affected received a WARN layoff notice as required by law on June 29, 2018. Both organizations worked to ensure the 133 employees who received a WARN Notice were aware of and could apply for available positions. As part of the staffing

plan, CSPIN offered employment letters to 13 shared staff, including MIS, Finance and Business Services. All accepted the letter of employment, except for the four Finance staff: Director of Finance, Senior Accountant, Accountant and Finance Specialist. As a result, we immediately secured an interim CFO consultant, Deborah Budaj to ensure strong fiscal operations. A search committee is underway to hire a Chief Executive Officer (CEO) and Chief Financial Officer (CFO). We have been committed to creating two separate organizations, each focused on meeting the needs of their respective community. This transition has not impacted the continuity of services to businesses or job seekers. We are excited about the opportunities ahead to improve and enhance our teams' focus on meeting the unique needs of the businesses in our individual communities and collaborating as necessary to achieve shared goals for the larger economic region. We recognize that times of transition are stressful for staff, even as we look forward to building stronger organizations. Each local workforce development board, working in partnership with the county commissions of Pinellas and Hillsborough counties, are building organizations dedicated to accountability, integrity and transparency as well as exemplary customer service that improves lives. Again, the vital day-to-day work supporting businesses in Pinellas and Hillsborough counties with their recruiting, hiring and training needs and residents with career guidance and placement assistance has not been interrupted during this transition. We are committed to continuing to work together to support each organization as we move forward. We wish to thank our staff for their patience and hard work as we complete a smooth and successful transition.

### **Committee Reports**

**CEO Search Committee:** The search Committee met this morning at 9:30am. They discussed the qualifications of the candidates that were presented for consideration. Four candidates were selected to be interviewed further. The Committee will be conducting Skype interviews of the candidates on September 12, 2018, here at the Epicenter. The CFO candidates will be screened by the current Interim Executive Director, the interim CFO and the Board Treasurer.

**Audit Committee:** The audit firm of Powell & Jones, CPAs has completed the annual financial audit for WorkNet Pinellas, Inc. for the fiscal year ended June 30, 2018. This item was discussed at the 08-28-18 Audit Committee meeting, and also presented at this Executive Committee meeting. Mr. Powell will be present at the September Board meeting to answer any questions.

**Compensation Committee Report:** The Compensation Committee is scheduled to meet immediately after this Executive meeting. The committee will discuss compensation for the Business Services team.

**Workforce Solutions Committee:** The Workforce Solutions Committee met on August 7<sup>th</sup>. Members discussed the performance of the various training vendors, as well as the Targeted Occupations List for the 18-19 Program Year. The chair of the committee has called for a meeting to be held on September 11<sup>th</sup>, to discuss ways to improve our outreach to customers, address brand marketing and discuss ways to cater to the workforce needs of the region.

**One-Stop Committee:** The One Stop Committee met on August 23<sup>rd</sup>. At that meeting, the committee approved the recommendation to select Kaiser Group as the new one-stop operator. Kaiser Group received the higher scores of the two submissions that were received for that proposal. This item was also presented at this meeting. The DEO reporting for quarter 4 shows Pinellas with a total of 18,404 placements reported for program year 2017-2018 through year end. The average ranking for the Pinellas region for the program year was 4<sup>th</sup> in the state of Florida.

**Science Center Committee:** The Science Center Committee met on 08/31/18. During the meeting, members discussed the feasibility of selling the property and after much discussion, recommended that an appraisal of the loan be made, for the purpose of refinancing the property. CSPIN hired a building inspector to assess the current structural condition of the Science Center of Pinellas. The property inspection was conducted by National Property Inspections and the full report is available on our website.

**Summer Camp 2018:** Summer Camp ended on August 10, 2018 at the Science Center. Over 500 youth were served during the 12-weeks of camp this year. Several community-based organizations helped us enrich our camp program: St. Pete Astronomy Club, Suncoast Herpetology Society, St. Petersburg Forensic Science Department, WFLA Meteorology team, Florida Fish and Wildlife Conservation

Commission, South Pasadena Fire Department, St. Pete Fire and Rescue, as well as a baker, a music producer and an exterminator.

**Public Comments**

There were none.

**Open Discussion**

The September board meeting has been re-scheduled to September 18, 2018 at 11:45 a.m., due to the Yom Kippur holiday.

**Adjournment**

The meeting adjourned at approximately 12:15 pm.

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<b>Actions Request: The Executive Committee requested that these follow-up actions be taken.</b>
<ul style="list-style-type: none"><li>• <b>To be addressed by the Science Center Committee</b></li></ul>
<ul style="list-style-type: none"><li>○ Appraisal for the purpose of refinancing (Contact the bank)</li><li>○ What classes/courses do we want to keep? Can we downsize?</li><li>○ Address issues of AC filters, roof, electric panels and mold</li></ul>
<ul style="list-style-type: none"><li>• <b>To be addressed by the Audit Committee</b></li></ul>
<ul style="list-style-type: none"><li>○ Discuss whether to enlist Pinellas OIG help when conducting internal controls audit in the future.</li><li>○ One-Stop operator should manage internal monitoring process, and present monitoring report to Board of Directors</li></ul>
<ul style="list-style-type: none"><li>• <b>Consent Agenda:</b> There will no longer be a 5-day deadline to approve the actions taken by the Executive Committee. Alternatively, any Board Member shall have the ability to request that an action be brought forth for discussion at the meeting. If no such request is made, the actions shall stand</li></ul>