



# Special CareerSource Hillsborough Pinellas Board of Directors Meeting Minutes

CareerSource Hillsborough Pinellas

10/30/2024 2:00 PM EDT

@ Zoom only

## **Board Members**

### **Present:**

Members: Mitch Allen (remote), Belinthia Berry (remote), Robert Blount III, (remote), Warren Brooks (remote), David Fetkenher (remote), Ben Friedman (remote), Elizabeth Gutierrez (remote), Barclay Harless (remote), Gary Hartfield (remote), John Howell (remote), Michael Jalazo (remote), Nikisha Lezama (remote), Dr. Brian Mann (remote), April Neumann (remote), Don Noble (remote), Jeremy Robinson (remote), Dr. Rebecca Sarlo (remote), Elizabeth Siplin (remote), Roy Sweatman (remote), Scott Thomas (remote), Ken Williams (remote), Commissioner Wostal (remote), Ocea Wynn (remote)

### **Absent:**

Members: Joseph Eletto, Mark Hunt, Commissioner Latvala, , Esther Matthews, Shawn McDonnell, Thayne Swenson, Sophia West, Russell Williams, Mercedes Young

## **Others Present**

CareerSource Hillsborough Pinellas Staff: Kiani Bowman (remote), Jay Burkey (remote), Paul Casebolt (remote), Jason Druding (remote), Leondra Foster (remote), Leah Geis (remote), Chad Kunerth (remote), Barry Martin (remote), Dolores Martinez (remote), Steve Meier (remote), Don Shepherd (remote), Tammy Stahlgren (remote), Doug Tobin (remote), April Torregiante (remote), Michelle Moeller (remote), Lysandra Montijo (remote), Maritza Morales (remote), Anna Munro (remote), Mario Rodriguez (remote), Michelle Schultz (remote),  
Hillsborough County Government: Katherine Benson (remote), Ken Jones (remote), Jonathan Wolf (remote)

Pinellas County Government: Cody Ward (remote), Corey McCaster (remote),

Legal Counsel: Stephanie Marchman (remote)

FloridaCommerce: Tameka Austin (remote)

Hubb International: Anne Grabetz (remote), Neil Sellers (remote), Craig Urquhart (remote)

Power Financial Partners, LLC: Roger Machlin (remote)

TuckerHall: Danielle Weitlauf (remote)

- I. Call to Order, Roll Call, and Welcome (Presenters: Barclay Harless)

Barclay Harless called the meeting to order at 2:01 p.m. There was a quorum present.

II. Public Comments (Presenters: Barclay Harless)

There were none.

III. Chair Update (Presenters: Barclay Harless)

- Don Noble was welcomed back to the CareerSource Hillsborough Pinellas board.
- Reactivating the Nominating Committee to fill the vacant Vice-Chair position. This will be led by Dr. Sarlo.
- An action item regarding PTO pay-out was added due to the recent natural disasters.

IV. Action/Discussion Items

A. Health Benefits Vendor Selection

**Motion:**

To approve the selection of United Healthcare to provide Medical Insurance Plans and UNUM to provide Dental, Vision, Basic Life Insurance, Voluntary Life Insurance, Short-Term and Long-Term Disability and Supplemental Insurance plans to CareerSource Hillsborough Pinellas for the 2025 Plan Year.

Motion moved by Scott Thomas and motion seconded by Don Noble. Motion carried.

B. 401(K) Plan Change to Safe Harbor Plan

**Motion:**

To approve converting the 401(k) plan to a QACA Safe Harbor Plan effective January 1, 2025.

Motion moved by Scott Thomas and motion seconded by David Fetkenher. Motion carried.

C. Ex-Offender/Returning Citizen Workforce Training Program Agreement

It was noted that there will be changes in the terms of the contract, however this will not affect the basis of the program.

**Motion:**

To approve the Ex-Offender/Returning Citizen Workforce Training Program Agreement, subject to review of the Agreement as to form and legality by CSHP's General Counsel.

Motion moved by Commissioner Wostal and motion seconded by Scott Thomas.  
Motion carried.

D. PTO

Due to recent storms and its impact to employees, management proposed an exception to the PTO policy to allow an employee to elect a payout of any amount as long as the employee retained a 40-hour PTO balance. Employees who make the election must submit their request to HR by November 8th.

**Motion:**

To approve a one-time additional PTO payout for employees who make the election and whose PTO balance is at a minimum of 40 hours after the payout. Employees who make the election must submit their request to HR by November 8<sup>th</sup>.

Motion moved by Michael Jalazo and motion seconded by Mitch Allen. Motion carried.

V. Information Items

A. Advocacy Firm

There was no discussion.

VI. Adjournment

The meeting was adjourned at 2:30 p.m. Minutes submitted by Tammy Stahlgren, Assistant Administrative Assistant.