

August 20, 2013

APPOINTMENTS TO THE WORKNET PINELLAS BOARD OF DIRECTORS

**New Board Member Recommendation**

On August 7, 2013, the WorkNet Pinellas Executive Committee recommended the Pinellas County Board of County Commission appoint Ms. Karla Leavelle to the WorkNet Pinellas Board of Directors for a current term through June 30, 2015.

<u>MEMBER</u>	<u>CATEGORY</u>
Karla Leavelle	Insurance/Finance

**WorkNet Pinellas  
Executive Committee Meeting  
Consent Agenda**

**Date:** August 7, 2013, 11:00 a.m.  
**Location:** 13805 58 Street North, Clearwater

**A. Call to Order**

Chair Lenne' Nicklaus-Ball called the WorkNet Pinellas Executive meeting to order at 11:00 a.m. A roll call was conducted and a quorum was present.

**Directors in attendance**

Lenne' Nicklaus-Ball, Dr. Robert Arnold, Sondra Cranford, Jack Geller, Aundre Green, Terri Furr Hoskins,

**Directors not in attendance**

Craig Brethauer, Commissioner Janet Long, Bill Price, Rene' Watts.

**Staff Present**

Ed Peachey, Sue Pagan, Dr. Kristin Dailey, Wayne Feuer, Alice Cobb

**Guest(s)**

Heidi Hobbs, Atty. (via teleconf.)

**Item 3 - Board Member Recommendation**

New Board Member Nomination:

Karla Leavelle  
Chief Operating Officer  
Clarity Services  
Category: Insurance/Finance

The Manufacturing Extension Partnership (MEP) nominated Karla Leavelle to serve on the WorkNet Pinellas Board of Directors. Staff recommends the Pinellas Board of County Commissioners appoint Karla Leavelle to the WorkNet Pinellas Board of Directors for a term through June 30, 2015, to serve as a business member in the insurance/finance category.

Ed Peachey met with Ms. Leavelle who had been recommended by the Northern Virginia Workforce Investment Board where she served as a long term business member.

Motion: Jack Geller

Second: Dr. Robert Arnold

*The Executive Committee recommends the appointment of Karla Leavelle by the Pinellas Board of County Commissioners for a term through June 30, 2015.*

The motion carried.

#### **Item 4 - Modification #1 to PY 2013-2014 Budget**

Sue Pagan presented the budget adjustments for program year 2013-2014 budget. Total budgeted revenue increased from \$15,434,421 to \$16,631,895 for an overall increase of \$1,197,474.

Motion: Jack Geller

Second: Dr. Robert Arnold

*The Executive Committee recommends adjustments to the revenue budget and resultant modifications to the expenditures budgets as recommended by the Finance Committee.*

The motion carried.

#### **Item 5 - H1B Training Grant Match Policy and Procedures**

The U.S. Department of Labor (DOL) awarded WorkNet Pinellas a **H-1B TECHNICAL SKILLS TRAINING GRANT (H-1B)**. DOL requires written match policy and procedures for **H-1B grants** that fund incumbent worker training activities. As a portion of the grant award is applied toward incumbent worker training activities, a 50% match is required. The *50 percent matching funds* may be provided in cash or in-kind, however *half of the total matching funds must be cash match*. Per 29 CFR 95.23, cash match is defined as funds made available to the grantee (or sub-grantee) to be used specifically for project activities. An example of cash match includes salaries paid by employers providing the cash match.

The H1B Technical Skills Training Grant Match Policy and Procedures outlines the match requirements, allowable match, and methods for tracking match per the guidelines of the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), and 29 CFR Part 95, *Uniform Administrative Requirements for Higher Education, Hospitals and Other Non-Profit Organizations and Commercial Organizations*.

Motion: Jack Geller

Second: Lenne' Nicklaus-Ball

*The Executive Committee approved the "Match Policy and Procedures" for the H1B Technical Skills Training Grant as recommended by the Finance Committee.*

The motion carried.

#### **Item 6 - 401K Benchmark Services**

Sue Pagan presented this item for approval. On March 6, 2013, the Executive Committee approved staff to procure a consultant for the 401(k) Plan to explore benchmark services. WorkNet Pinellas, Inc. (hereafter known as WorkNet) as Trustee of WorkNet's 401(k) Plan (the Plan) is required to evaluate the reasonableness of the Plan fees and service provider compensation as required by ERISA 408(b)(2).

On July 24, 2013, the Selection Committee met to review proposals; however, the only bid received was from Provise Management Group, LLC. In accordance with WorkNet's policy, staff contacted two companies, both of whom had received direct notice about the issuance of the

RFP, in an effort to help determine why they had not bid for these services. One company indicated they would have to work in partnership with another firm and the RFP prohibits partnerships. The other company did not offer services in this area.

The Selection Committee, which consisted of WorkNet staff, reviewed and rated the proposal and recommends awarding the bid to Provise Management Group, LLC. The contract period is for a term of 5 years, to commence upon execution of the contract, and the cost for the benchmark reporting and fiduciary practices and services totals \$16,660 over the 5 year term.

Motion: Jack Geller

Second: Lenne' Nicklaus-Ball

*The Executive Committee recommends contracting with Provise Management Group, LLC to provide 401k plan benchmarking services as recommended by both the Selection Committee and the Finance Committee.*

The motion carried.

**Adjournment:**

Chair Lenne' Nicklaus Ball adjourned the meeting at 11:38 a.m.



## **Action C-3**

### **Board Member Recommendation**

#### **INFORMATION**

##### New Board Member Nomination:

Karla Leavelle  
Chief Operating Officer  
Clarity Services  
Category: Insurance/Finance

The Manufacturing Extension Partnership (MEP) nominated Karla Leavelle to serve on the WorkNet Pinellas Board of Directors.

#### **RECOMMENDATION**

Staff recommends the Pinellas Board of County Commissioners appoint Karla Leavelle to the WorkNet Pinellas Board of Directors for a term through June 30, 2015, to serve as a business member in the insurance/finance category.



**WorkNet Pinellas**  
**Board Membership Application**

Applicant Name:	Karla Leavelle
Job Title:	COO
Employer Name:	Clarity Services
Employer Address:	15550 Lightwave Dr Ste 350
Employer's estimated annual revenue:	30MM

Industry Segment please check one:	<input type="checkbox"/> a. Manufacturing <input type="checkbox"/> b. Healthcare <input type="checkbox"/> c. Communications <input type="checkbox"/> d. Bio-Tech <input checked="" type="checkbox"/> e. Insurance/Finance <input type="checkbox"/> f. Construction <input type="checkbox"/> g. Hospitality/Tourism <input type="checkbox"/> h. Retail <input type="checkbox"/> i. Wholesale <input type="checkbox"/> j. Real Estate <input type="checkbox"/> k. Accounting/Audit <input type="checkbox"/> l. Utilities <input type="checkbox"/> m. Other (specify)
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Please attach a brief summary of why you want to serve on the WorkNet Board of Directors and what your expectations are?

Please attach a biography that includes pertinent employment and educational information as well as other activities in which you are engaged (such as serving on other boards, chambers of commerce, hobbies, etc.)

## **WorkNet Pinellas Board Application Attachments for Karla Leavelle**

Please attach a brief summary of why you want to serve on the WorkNet Board of Directors and what your expectations are?

Since 1989, I have been active in and demonstrated a strong commitment to workforce issues in my work and through volunteer activities. To be a thriving economy and country it is essential that we (business people) insure that the citizenry have the skills needed to be productive and supportive of the economy. This begins with a partnership between businesses, schools, K-12 and colleges, and government agencies.

I recently relocated from Northern Virginia. For the last nine years, I served on the Northern Virginia Workforce Investment Board. As a member I chaired the planning committee for eight of the nine years. I would like to be on the Pinellas Workforce Investment Board for two reasons:

- As a new resident of Pinellas County it will allow me to meet business and education leaders in the county. I would quickly learn of the workforce issues and could be an active part of the solutions.
- Clarity Services is headquartered in Pinellas County and we believe in being good corporate citizens. As a board member I will be able to give back to the community in which we operate.



## **KARLA LEAVELLE, CHIEF OPERATING OFFICER, CLARITY SERVICES**

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Karla Leavelle heads operations of Clarity Services, a leading credit reporting service. She joined the company in April, 2013, bringing more than 30 years of experience in helping large companies manage their workforce and emerging companies grow to their full potential.

Prior to joining Clarity, she co-founded and was president of Human Capital Advisors, a consulting service in Washington DC, where she was a recognized leader in workforce issues.

During the more than 10 years that Ms. Leavelle, along with her partners, grew HCA into a firm widely respected by DC area C-level executives, she advised companies, governments and non-profits regarding organizational and infrastructure development, risk management, performance and interpersonal communication management, succession planning and work-life balance issues.

She also provided advice and consultation to venture capitalists and other investment firms evaluating prospective targets for acquisition or investment.

Prior to HCA, her corporate experience included a variety of industries: consulting, financial services, retail, education, telecommunications, Internet commerce and software development.

Ms. Leavelle was Vice President of Human Resources for Network Solutions, the registry and registrar of Web site addresses. During her tenure, she was a key member of the executive team that grew the company from 150 to more than 1500 employees and then executed the biggest Internet company acquisition ever -- the purchase of Network Solutions by VeriSign. She also was Vice President of Human Resources for worldweb.net, an emerging software development company where she played an integral role in a smooth transition when the company was acquired.

Ms. Leavelle has also held HR management positions at Bell Atlantic Video Services, the first company to bring video-on-demand into the home; Southland Corporation, the world's largest convenience store operation; and Manchester Partners, an HR consulting services firm to Fortune 500 companies.

In addition, Ms. Leavelle served as co-chair of the Workforce Committee of the Northern Virginia Technology Council for three years and was a board member of the Northern Virginia Workforce Investment Board. She also advised Fairfax County Public Schools as a member of the Professional Technical Studies Advisory Committee.

Additionally, Ms. Leavelle spent a decade as an adjunct professor in the School of Management at George Mason University. She holds an MBA from DePaul University.





## Growth Based Solutions for Manufacturers

July 25, 2013

Ms. Lenne' Nicklaus-Ball, Chairman  
WorkNet Pinellas Board of Directors  
13805 58 Street North, Suite 2-140  
Clearwater, FL 33760

Dear Pinellas County Board of County Commissioners:

Please accept this letter as our nomination of Ms. Karla Leavelle, COO, Clarity Services, Inc. to serve on the Board of WorkNet Pinellas.

We believe that Ms. Leavelle, based on her position as COO of Clarity Services, Inc. and her long term prior experience as a business member on the Northern Virginia Workforce Investment Board, will be a great addition to the WorkNet Pinellas Board of Directors.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Richard Peck  
Chair, Florida MEP Board of Directors

Florida Manufacturing Extension Partnership

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