

## **CareerSource NEFL Executive Committee Minutes**

**April 8, 2022, 9:30-10:15am**

**Teleconference**

### **Members In Attendance:**

Wayne McClain

Joe Pickens

Elaine Johnson

Darryl Register

Kevin Doyle

### **Members Absent, Excused:**

Clay Lyons

Jake Schickel

### **CareerSource NEFL staff:**

Bruce Ferguson

Wayne McClain called meeting to order and confirmed there was a quorum present.

Action Item:

- March 23, 2022, Executive Committee Minutes

Wayne McClain called for a motion to approve minutes. Motion made by Darryl Register, Second by Elaine Johnson.

Motion unanimously accepted.

- Action Item – Leadership Restructuring

This is continued implementation of our leadership team succession planning efforts. Recent retirements of our VP Compensation & Benefits and VP Compliance present an opportunity to restructure duties and reporting lines.

These adjustments reflect significant additional responsibilities and are within the salary grades/ranges provided by our independent compensation consultant firm, Evergreen Solutions.

VP, Human Resources	\$	95,000
VP, Administration and Accounting	\$	115,000
VP, Finance	\$	115,000
VP, Operations	\$	125,000
VP, Economic Development & Business Services	\$	93,000
Executive Vice President	\$	141,265

- Authorize the President to award one-time incentives to staff in an amount not to exceed \$10,000 in any fiscal year. This will allow recognition for truly exceptional accomplishments and performance.

Committee members discussed that these changes will optimize the organizational structure for the future and is in line with the succession planning efforts that the committee began back in 2019. It was also noted that salary adjustments in particular need to be done in order to retain key leadership team members.

Chair McClain called for a motion to approve the restructuring and salary changes for the leadership team as well as authorizing the President to award a one-time incentive of up to \$10,000 to staff for exceptional performance.

Motion to approve was made by Elaine Johnson with a Second by Darryl Register.

Motion unanimously accepted.

Mr. Ferguson then left the conference call while the committee discussed his compensation. The attached memo from the Chair provides the information regarding the committee's action on this issue.

**No Public Comments**

**Next Meeting**

Full Board Meeting on April 28, 2022



## INTER OFFICE MEMORANDUM

TO: Bruce Ferguson - CEO

FROM: L. Wayne McClain - Chair, First Coast Workforce Development Board  
Vice President, Beck Automotive Group

RE: Compensation and Benefit Recommendation

DATE: April 8, 2022

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Bruce:

As the Chairman of the Board of Directors of CareerSource Northeast Florida, I held a special session of the Executive Board at the end of our regularly scheduled meeting today in which you were not present. The purpose of this session was to discuss the current compensation for your role and any recommendations for changes.

The discussion included information on your current base salary compensation and history as compared to the salaries of leaders in regions of similar size (large). This analysis ensured that the recommendation was appropriate in positioning with those associated salaries.

A motion was duly made, seconded, and carried unanimously to provide a performance-based base salary increase of approximately 4%, bringing your new base salary to \$180,000 effective with the first payroll of July 2022. Additionally, we approved a one-time discretionary payment of \$8,000 to be given in July as well.

The executive board, and the full board, is very appreciative for your continued service, accomplishments, and commitment to the CareerSource organization.

L. Wayne McClain  
4-8-22