



Hillsborough  
County Florida



# Hillsborough Pinellas Workforce Development Advisory Committee

May 2, 2024 5:10 PM - 5:40 PM EDT

Hybrid - CSTB Office  
Meridian One  
4350 W Cypress Street, Suite 875  
Tampa, FL 33607

**\*\*Join via Zoom - Meeting ID:845 5149 2767**

**Passcode: 228781**

**Phone: 305-224-1968**

[ZOOM LINK](#)

## AGENDA

### I. Call to Order, Welcome, Roll Call and Remarks

### II. Public Comments

### III. Action/Discussion Items

#### A. Approval of Minutes - April 22, 2024, Hillsborough / Pinellas Workforce

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#### B. Approval of CEO Selection Process Next Steps

1. Discuss Candidate Interviews

2. Provide Candidate Ranking

3. Approval of Top Candidate

4. Both Chairs to Negotiate Contract with Selected Candidate

### IV. Information/Discussion Items

#### A. Next Steps

### V. Future Action / Discussion Items

A. Approval of the CEO at the Newly formed LWDB Board Meeting (May 30, 2024)

B. Approval of the CEO at the Consortium meeting (June 4, 2024)

### VI. Adjournment



## Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes

Date/Time: April 22, 2024 at 3:00 PM EST

Location (Hybrid): CareerSource Tampa Bay Conference Room / ZOOM

### Committee Members Attendance

#### Present:

- CareerSource Pinellas Board of Directors: Scott Thomas, Chair (Remote); Barclay Harless, Treasurer.
- CareerSource Tampa Bay Board of Directors: Sean Butler, Chair; Gary Hartfield, Treasurer.

### Others in attendance

#### Present:

- Pinellas County Government: Tyler Bonneau (remote), Darlina Herring (remote), Dr. Cynthia Johnson (remote), Chris Latava (remote).
- Hillsborough County Government: Ron Barton, Katherine Benson (remote), Ken Jones (remote)
- CareerSource Tampa Bay: Tammy Stahlgren
- CareerSource Pinellas: Amelia Cambell (remote), Jason Druding (remote), Michelle Moeller (remote)
- Newland Associates: Vanessa Abreu (remote), Michelle Epstein (remote)

### Others in attendance

#### Present:

Members: Vanessa Abreu (remote), Michelle Epstein (remote), Ken Jones (remote), Tammy Stahlgren (In-Person)

#### I. Call to Order, Welcome, Roll Call and Remarks

Scott Thomas, Chair, called the meeting to order at 2:04 p.m. There was a quorum present.

#### II. Public Comments

There were none.

#### III. Action/Discussion Items

- A. Approval of Minutes - April 1, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee. Meeting

#### Motion:

To approve the minutes of April 1, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting.

Motion moved by Sean Butler and motion seconded by Barclay Harless. Motion carried.

- B. Approval of Minutes - April 15, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting

**Motion:**

To approved the minutes of April 15, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting.

Motion moved by Barclay Harless and motion seconded by Sean Butler. Motion carried.

- C. Approval of CEO Selection Process Next Steps

Scott Thomas explained that there was some confusion over the last week about a reduction in the size of the CEO Selection Committee. This confusion was due to several things but was primarily due to a communication breakdown. A memo was sent out that explained the committee's decision to reduce the size of the CEO Selection Committee due to scheduling challenges of getting 14 people's schedules to align. To maintain the integrity of the process and to ensure inclusion, it was suggested to include a commissioner from each county on the interview panel for the in-person round of second interviews.

**Motion:**

To add Pinellas County Commissioner Flowers and Hillsborough County Commissioner Wostal to the panel of second round interviewers. The first round of interviewers included the Advisory Committee members, plus Dr. Johnson (Pinellas County) and Ron Barton (Hillsborough County). After completion of the second round of CEO candidate interview, the Advisory Committee will then make a candidate recommendation to the newly appointed regional workforce board to be voted on, and if approved, then move forward to the Consortium for final approval.

Motion moved by Barclay Harless and motion seconded by Sean Butler. Motion carried.

1. Discuss Candidate Interviews
2. Clarity was sought on the process of narrowing down the candidates, and Scott Thomas explained the selection committee's plan to narrow the group down to two or three candidates for the next round of interviews. Michelle Epstein suggested each interviewer rank the candidates in their

order of 1 through 5. The selection committee members discussed the ranking of candidates and agreed to use numbers instead of names for confidentiality. Approval of Candidate Ranking

The selection committee members presented their rankings of each candidate. Michelle Epstein tabulated and reported the order of these candidate rankings as follows: 1, 2, 4, 5, 3.

### 3. Approval of Top Candidates for Onsite Interviews

There was discussion about the number of candidates to consider for the next round. The selection committee agreed to hold in-person second round interviews with candidates: one (1), two (2), and four (4).

**Motion:**

To move forward with candidates one (1), two (2), and four (4) for the second round of in-person interviews.

Motion moved by Barclay Harless and motion seconded by Sean Butler.  
Motion carried.

## IV. Information/Discussion Items

### A. Next Steps

Michelle Epstein discussed coordinating interviews with the three candidates with the goal of interviewing all three (3) candidates on the same day.

The team discussed scheduling the face-to-face interviews during the week of May 29th. However, conflicting schedules and availability issues arose, leading to consideration of alternative dates and times.

The team proposed splitting the interviews over different days and discussed availability on April 30th from 8am-12pm and May 2nd after 1:30pm. Vanessa Abreu from Newland will call the candidates for their availability.

Anna Munro from CareerSource Tampa Bay will coordinate with the candidates for their travel arrangements.

Members discussed the timing and process for negotiation of the recommended candidate's compensation and benefits package. Michelle Epstein stated that the compensation package is negotiated with the candidate once the recommended candidate is selected. It was discussed that at a prior meeting it was recommended that the two (2)

board chairs, Sean Butler, and Scott Thomas, would be the negotiation party for this working with Newland.

B. Schedule Next Meeting Date(s)

There was no discussion.

V. Future Action / Discussion Items

A. Discussion of Candidate from Onsite Interviews

VI. Adjournment

**Motion:**

A motion to adjourn the meeting

Motion moved by Barclay Harless and motion seconded by Gary Hartfield.

The meeting adjourned at 2:42 p.m.

Minutes submitted by Tammy Stahlgren, CareerSource Tampa Bay, Executive Administrative Assistant.

DRAFT





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