



## Hillsborough/Pinellas Workforce Development Consortium Advisory Committee

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

### ZOOM INFORMATION

January 22, 2024; 3:00PM – 4:30PM

\*Join via Zoom - Meeting ID: 895 8541 0324

Passcode: 752519

Phone -1-305-224-1968

[Zoom Link](#)

### AGENDA

- I. Call to Order, Welcome, Roll Call and Remarks
- II. Public Comments
- III. Action/Discussion Items
  - A. Approval of Minutes – December 12, 2023, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting.....Page 2
  - B. Evaluation and Selection of Executive Search Firm.....Page 6
  - C. Approve CEO Selection Committee Composition.....Page 7
- IV. Future Action/Discussion Items (Feb 5)
  - A. Review Bylaws for New Regional LWDB
  - B. LWDB Structure/Appointment Process
  - C. Interview Schedules for CEO Selection Committee
- V. Adjournment

Next Meeting: February 5, 2024



## Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes

Date/Time: Dec 12, 2023 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; Barclay Harless, Treasurer
- CareerSource Tampa Bay Board of Directors: Sean Butler, Chair; Gary Hartfield, Treasurer

### Others in attendance

**Present:**

- Hillsborough County Government: Ron Barton, Ken Jones (remote), Jonathan Wolf
- Pinellas County Government: Cody Ward (remote)
- CareerSource Pinellas: Leah Geis (remote)
- CareerSource Tampa Bay: Rich Beynon (remote), Sheila Doyle, Anna Munro, Tammy Stahlgren  
Doug Tobin, Michelle Zieziula
- Other: John Flanagan (remote)

I. Call to Order, Roll Call and Welcome

Ron Barton, Assistant County Commissioner, called the meeting to order at 3:00 p.m. The meeting began with a roll call of the Advisory Committee members and the selection of a committee chair. After nomination, discussion and voting, Scott Thomas was chosen as Committee Chair and chaired the remainder of the meeting.

II. Public Comments

There were none.

III. Information Item

A. Consortium Advisory Committee Members & Roles

Committee members received an overview of their roles as a resource to provide recommendations and guidance to the Consortium in areas of development of Bylaws for the new regional LWDB, composition and recommend appointments of the new regional LWDB, and to serve as the selection committee for recruitment of the CEO for the new regional LWDB.

Members discussed the possible composition and number of members of the CEO Selection Committee. Member Gary Hartfield recommended Dr. Cynthia Johnson, Pinellas County Government; Craig Richards, Tampa Bay Economic

Development Council; and Stacy Campbell-Domineck, President, Florida Workforce Development Association, be invited to be on the selection committee.

Further discussion and finalization of additional CEO Selection Committee members was tabled until the next Advisory Committee meeting.

#### IV. Action/Discussion Items

##### A. Review / Approve Request for Quote (RFQ) for Executive Search Services

Members reviewed the RFQ to solicit firms/consultants to assist with recruitment of a CEO for the new regional LWDB. Discussion included elements of the search to be performed by CareerSource Tampa Bay (CSTB) and CareerSource Pinellas (CSP).

**Motion:**

To approve Action Item A: Request for Quote (RFQ) - Director/CEO Executive Search Firm.

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

##### B. Review / Approve Recruitment Process & Schedule

The committee reviewed and discussed the recruitment process and schedule for recruitment of the CEO for the new regional LWDB and incorporating key aspects of the process into the RFQ.

Discussion included the RFQ's scope of work, key milestones, timeline, and possible modification to RFQ to extend proposal due date, if needed. The committee also discussed the importance of finding a search firm that can meet the aggressive timeline and proposed a list of 19 firms to reach out to solicit bids.

Members recommended that the selected firm develop a CEO job description in close coordination and collaboration with CSTB and CSP staff and board members. CSTB staff will update the RFQ with the committee recommendations and send it out no later than December 14, 2023.

**Motion:**

To include in the RFQ the milestones listed on pages 14 and 15 as an example with the dates removed.

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

C. Consortium Members Role in CEO Selection Process

It was discussed that legal counsel from both counties will support the Advisory Committee through the CEO selection process. It was also discussed that Gray-Robinson has been selected to assist with the merger process and could provide some independent assistance if needed on behalf of both counties.

Members discussed including 2 Consortium members, Commissioner Flowers and Commissioner Myers, on the CEO Selection Committee. The committee discussed adding 10 people (five from each County) to the CEO Selection Committee with 2 of the 10 people being these 2 Consortium members. The committee agreed to identify and discuss primary and alternate candidates for the other 8 positions at their next meeting. Members agreed this was a good idea and tabled further discussion until the next Advisory Committee meeting.

The committee discussed the importance of transparency and integrity in the selection process and the potential challenges of keeping some candidates' names confidential. The committee also discussed the communication process with the search firm and identifying who will be involved in answering questions from candidates and maintaining integrity of the process.

The committee discussed adding a notice requirement for firms interested in responding to the RFQ and ensuring that all correspondence be blind copied to maintain transparency and compliance with Sunshine Laws. The committee also discussed the evaluation of proposals and ensuring the Q & A submissions meet the deadline of 4:30 p.m. EST, December 22, 2023.

**Motion:**

For the committee to meet in January to vote on the slate of candidates, five from each county, including the commissioners, plus three alternatives.

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

D. Establish Meeting Schedule

The committee agreed to meet twice per month with all meetings held at the CareerSource Tampa Bay Administrative office. The next meeting will be held on January 22, 2023.

V. Future Action / Discussion Items

- Assist w/ Draft of Recommended Bylaws for New Regional LWDB
- Assist w/ Draft of Recommended New Regional LWDB Composition & Appointments

VI. Adjournment

A motion to adjourn the meeting by Gary Hartfield and seconded by Sean Butler. The meeting was adjourned at 4:19 p.m.

Meeting minutes prepared by Tammy Stahlgren, CareerSource Tampa Bay, Executive Administrative Assistant.

DRAFT

## **Action/Discussion Item III(B) Evaluation and Selection of Executive Search Firm**

### **Background:**

Request for Quote (RFQ) to solicit qualified firms or consultants to provide their experience/qualifications, approach/strategy, and associated fees to recruit the Chief Executive Officer (CEO) for the soon-to-be created multi-county regional workforce development area (Hillsborough County and Pinellas County) and the new merged CareerSource entity was released on December 13, 2023, and closed on January 12, 2024. The RFQ was reviewed and approved, with edits, by the Advisory Committee at their December 12, 2023, meeting.

The RFQ was legally noticed in the Tampa Bay Times and released on CareerSource Tampa Bay's website and emailed to 21 prospective vendors. Proposals were submitted by the following Respondents: (1) Battalia Winston (2) Charity Search Group (3) hrEdge (4) livingHR (5) Newland Associates (6) POLIHIRE (7) StevenDouglas.

Each Advisory Committee member has been provided access to the proposals and was requested to review the proposals and complete and return a Scoring Matrix and a Conflict of Interest and Disclosure Form, prior to January 22, 2024. The scores from each committee member will be aggregated by proposal.

- *Conflict of Interest and Disclosure Form:* As a member of the Advisory Committee who will be evaluating and scoring the proposals received, this role demands that the member pay special attention to issues of independence and potential bias to maintain integrity of, and public confidence in, CareerSource Tampa Bay's procurement process. It is essential that members of the Committee are not compromised by any conflict of interest. In view of this, disclosure of certain circumstances is necessary to ensure each Committee member is not compromised by conflicts of interest as it relates to the above respondents.
  
- *Scoring Matrix:* A tool that aids in evaluating/scoring proposals based on a Respondent's (1) Experience and Qualifications, (2) Approach and Strategy, and (3) Fees.

At the January 22, 2024, Advisory Committee meeting, the Proposals will be discussed and the aggregated total score of the proposals will be provided by Respondent.

### **Recommendation:**

Review all submitted proposals to identify and select a firm/consultant to assist with recruitment of a CEO for CSTB and the soon-to-be merged CareerSource entity.

## **Action/Discussion Item III(C)**

### **Approval of CEO Selection Committee Composition**

#### **Background:**

At the December 12, 2023, Advisory Committee meeting, Committee members received an overview of their roles as a resource to provide recommendations and guidance to the Consortium in areas of development of Bylaws for the new regional LWDB, composition and recommend appointments of the new regional LWDB, and to serve as the Selection Committee for recruitment of the CEO for the new regional LWDB.

Committee members discussed the possible composition and number of members of the CEO Selection Committee, including two (2) Consortium members, Commissioner Flowers and Commissioner Myers, be on the CEO Selection Committee. The Committee discussed adding ten (10) people (five (5) from each County) to the CEO Selection Committee with two (2) of the ten (10) people being the two (2) previously mentioned Consortium members. The Committee agreed to identify and discuss primary and alternate candidates for the other eight (8) positions at their next meeting.

Further discussion and finalization of additional CEO Selection Committee members was tabled until the next Advisory Committee meeting scheduled for January 22, 2024.

#### **Recommendation:**

Identify and approve additional members for appointment to the CEO Selection Committee.







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