



## Hillsborough/Pinellas Workforce Development Consortium Advisory Committee

February 19, 2024, 3:00PM - 4:30PM

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

### ZOOM INFORMATION

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

Passcode: 752519

Phone -1-305-224-1968

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  - A. Next Meeting: March 4, 2024



## Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes

Date/Time: February 5, 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; Barclay Harless, Treasurer
- CareerSource Tampa Bay Board of Directors: Sean Butler, Chair; Gary Hartfield, Treasurer

### Others in attendance

**Present:**

- Hillsborough County Government: Ron Barton, Katherine Benson (remote), Ken Jones, and Jonathan Wolf
- Pinellas County Government: Kevin Kuntson, Corey McCaster (remote), Cody Ward (remote)
- CareerSource Tampa Bay: Dr. Byron Clayton (remote), Sheila Doyle, John Flanagan (remote), Barry Martin, Anna Munro, Tammy Stahlgren, Doug Tobin (remote), April Torregiante (remote), and Michelle Zieziula (remote)
- CareerSource Pinellas: Jay Burkey (remote), Jason Druding, Leah Geis, Michelle Moeller and Lysandra Montijo.
- Grey Robinson: Scott Cole (remote)

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

Scott Thomas, Chair, called the meeting to order at 3:00 p.m. There was a quorum present.

II. Public Comments

There were none.

III. Action/Discussion Items

- A. Approval of Minutes - January 22, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes

**Motion:**

To approve the Minutes - January 22, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes.

Motion moved by Gary Hartfield and motion seconded by Sean Butler. The motion carried.

B. Recommend Bylaws for New Regional LWDB

**Motion:**

To approve the Bylaws as listed for Consortium final approval.

Motion moved by Sean Butler and motion seconded by Gary Hartfield. The motion carried.

C. Evaluation and Selection of Executive Search Firm

Barry Martin, CSTB VP, Director of Human Resources & Professional Development along with Jay Burkey, CSPIN Director of Human Resources, provided an overview of the three search firms they interviewed in order to provide greater detail of company background, processes and experience related to the CEO search: Steven Douglas, Newland Associates, and Charity Search Group. They emphasized that all firms are capable and have different approaches, with Stephen Douglas being a large firm with a hands-on approach, Newland Associates having extensive experience with Workforce Boards, and Charity Search Group focusing on the nonprofit sector.

**Motion:**

To approve Newland Associates as the primary Executive Search Firm, Steven Douglas as secondary, and Charity Search Firm third.

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

The following discussion ensued

Discussion on the selection of a search firm and the negotiation of the contract, emphasizing the importance of adhering to the RFQ and ensuring that all fees are consistent with the RFQ. There is a clarification of the steps involved in the contract negotiation and approval process, including the potential need for a motion to negotiate the contract and the signatory for the contract.

**Motion:**

To approve Newland Associates as the Executive Search Firm, and pending negotiations, to authorize Sean Butler, Chair of Careersource Tampa Bay to sign the contract.

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

IV. Information / Discussion Items

A. Interview Schedules for CEO Selection Committee

Discussion was opened by Sean Butler who would like to add Don Noble to the CEO Selection Committee instead of a representative of MacDill AFB, noting that Don Noble is a veteran. There were no objections to this recommendation.

V. Future Action / Discussion Items (Feb 19)

A. LWDB Structure / Appointment Process

B. CEO Selection Process

VI. Adjournment

Scott Thomas, Chair, adjourned the meeting at 3:26 p.m.  
Meeting minutes prepared by Tammy Stahlgren, CareerSource Tampa Bay, Executive Administrative Assistant.

## **Information/Discussion Item IV(A) CEO Selection Process**

### **Background:**

RFQ 24-0218 CEO Executive Search culminated in the selection of Newland Associates. The Agreement between Newland Associates and CareerSource Tampa Bay will be presented for approval at the February 15<sup>th</sup> CSTB board meeting.

### **Information/Discussion:**

The Newland Associate's team will virtually attend the February 19, 2024, Advisory Committee meeting for introductions and to provide an overview of the CEO selection process and timing.

#### *Newland Associate Team*

- Robert Newland: Support and Network outreach: Robert will be supporting the entire search process and be a resource for Vanessa and Michelle when it comes to networking and the overall process.
- Michelle Epstein: Client Liaison: Michelle will be the point person for the Advisory and Selection committees. She will also be supporting Vanessa throughout the search process and ensuring it goes smoothly for CareerSource Tampa Bay and the candidates. This will be accomplished by ensuring we stay on track with the agreed upon timeline and communicating with the Advisory and Search Committees on the progress of the search and resolving any obstacles that arise.
- Vanessa Abreu: Recruiting: Vanessa will be leading the search efforts and vetting all candidates to ensure they are the right fit for the CEO role. She will be communicating with Michelle on the progress of the search, as well as the candidates within the pipeline. Vanessa will also be creating the profiles for each candidate and staying in constant communication with the candidates selected to be submitted.

#### *Executive Search Process*

- Step 1 - Diagnosis & Planning
- Step 2 - Create a Recruiting Strategy and Timeline
- Step 3 - Sourcing & Recruiting
- Step 4 - Screening & Interviews
- Step 5 - Present Comprehensive Panel of Candidates
- Step 6 - Detail Interview Process and Create Interview Guides
- Step 7 - Client Interviews
- Step 8 - Conduct Background and Reference Checks.
- Step 9 - Offer & Negotiations
- Step 10 - Complimentary Onboarding Advisory

## Information/Discussion Item IV(A) CEO Selection Process

### *Timetable*

The below table provides an understanding of the project schedule, timetable, and key tasks from project inception to hiring of the CEO. Newland Associates ability to provide services within the proposed sixteen (16) week time frame is based on the timeliness of all parties in completing the tasks within the time frames, as provided. Newland Associates will address any challenges as they occur and ensure there is agreement with all parties as to proposed solutions.

Task	Time	Timeline
1. Creating the position JD, sourcing strategy, salary and final timeline	2 weeks	Week 1-2
2. Posting position, sourcing and recruiting of candidates	2-4 week	Week 3-6
3. Assessment & in-depth interviews by search firm	2-4 weeks	Week 7-10
4. Present panel of candidates to Selection Committee	1 week	Week 11
5. Candidate interviews with Selection Committee	2 weeks	Week 12-13
6. Assist in background & reference checks	2 weeks	Week 13-14
7. Approval of Finalists, assist with offers and negotiation	2 weeks	Weeks 15-16
8. Sending Conditional Job offers and Rejection letters	occurs after placement	

## **Information Item IV(B) LWDB Structure/Appointment Process**

### **Background:**

As approved by the Consortium at their December 5, 2023 meeting, the Advisory Committee was created and tasked with being a resource to the Consortium by providing guidance and recommendations along several key areas. One area specifically being the recommendation for appointments to the new regional Local Workforce Development Board (LWDB).

The initial Board composition and structure is being prepared in partnership and coordination with the bi-county working group (Hillsborough County staff, Pinellas County staff, CareerSource Pinellas staff, and CareerSource Tampa Bay staff), and will be created by utilizing existing members from both the Hillsborough LWDB and Pinellas LWDB, as defined in the Interlocal Agreement.

Once the composition and initial slate of Board candidates is finalized by the bi-county working group, it is targeted to be brought to the Advisory Committee for review and final recommendation at the March 4<sup>th</sup> meeting, ultimately for Consortium approval.