



**Hillsborough / Pinellas Workforce Development Advisory Committee  
Meeting Minutes**

Date/Time: April 1, 2024 at 3:00 PM EST

Location: 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: Katherine Benson (remote), Ken Jones (remote), and Jonathan Wolf.
- Pinellas County Government: Kevin Knutson.
- CareerSource Tampa Bay: Sheila Doyle, Barry Martin (remote), Anna Munro, Tammy Stahlgren, Doug Tobin, April Torregiante.
- CareerSource Pinellas: Jay Burkey (remote), Leah Geis (remote).
- Newland Associates: Vanessa Abreu (remote), Michelle Epstein (remote).

**Present:**

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

Scott Thomas, Chair called the meeting to order at 3:00 p.m. This was an informational meeting where a quorum was not present, and no official action or vote was taken.

**II. Public Comments**

There were none.

**III. Action/Discussion Items**

- A. Approval of Minutes - March 19, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes

The approval of the previous meeting's minutes is postponed to the next in-person meeting due to the limitations of virtual meetings.

**IV. Information / Discussion Items**

- A. CEO Selection Process (Candidate Panel Update)

### Overview of Candidate Outreach

Vanessa Abreu gave an overview of the candidate outreach, mentioning that out of over 100 applications received, 40 were shortlisted based on qualifications, and seven (7) are currently in the screening and interview process. There are also initial connections scheduled with six (6) additional potential candidates.

Newland agreed to submit candidates' profiles and resumes to all Advisory Committee members on Wednesday, April 10th and will discuss these with the Advisory committee at their April 15<sup>th</sup> meeting. The team discussed the lack of traction from postings on the National Association of Workforce Boards and LinkedIn and outlined the timeline for posting closing dates. The conversation also touched on the impact of housing costs on candidate interest and concluded with plans to review candidate lists at the upcoming meeting.

### Candidate Selection Process and Advisory Committee Involvement

Michelle Epstein outlined the plan to send profiles and resumes of the seven (7) top candidates to the Advisory Committee members for review. The Advisory Committee will then review the profiles and narrow down the field, leading to the scheduling of interviews with the Selection Committee.

### Discussion on Candidate Qualifications and Selection Process

Sean Butler expressed concerns about the communication process with Advisory Committee members and emphasized the importance of ensuring that the presented candidates meet the minimum qualifications. Michelle Epstein clarified the communication process and sought feedback on competency behavioral questions. The process aims to ensure thorough vetting and selection of the best candidates for the Board, with an emphasis on diversity of the candidate pool.

Discussion occurred regarding the need for a process to vet candidates and ensure they meet qualifications. Sean Butler raised concerns about candidates slipping through without meeting minimum qualifications, prompting a discussion on creating a point system. It was suggested to use an Excel worksheet to assess key competencies, and they agreed to continue the discussion at the next meeting.

## **V. Future Action / Discussion Items (April 15, 2024)**

- A. CEO Selection Process (Short List of Candidates)

**VI. Adjournment**

The meeting adjourned at 3:28 p.m.

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