



Executive Committee Meeting Minutes

CareerSource Tampa Bay

12/11/2025 10:00 AMEST

@ Zoom Meeting / 4350 W Cypress Street, Suite 875 Tampa, FL 33607

Committee Member Attendance

Present:

Barclay Harless (remote), Gary Hartfield (remote), Don Noble, Rebecca Sarlo (remote)

CareerSource Tampa Bay Staff

Present:

Sheila Doyle, Keidrian Kunkel (remote), Tammy Stahlgren, Doug Tobin (remote), Anna Munro (remote), Barry Martin (remote)

I. Call to order, Welcome and Roll Call (Presenters: Barclay Harless)

Barclay Harless, Chair called the meeting to order at 10:07 a.m. There was a quorum present.

II. Public Comments

There were none.

III. CEO Report (Presenters: Keidrian Kunkel)

Keidrian Kunkel updated the committee on the soft launch of WIOA training and OJT programs will begin January 5th. She noted the challenges posed by reduced youth funding and emphasized the importance of co-enrollment to maximize resources.

IV. Action Items/Discussion Items (Presenters: Barclay Harless)

A. September 3, 2025 Executive Committee Meeting Minutes

Motion:

To approve the minutes of tSeptember 3, 2025 Executive Committee Meeting

Motion moved by Don Noble and motion seconded by Gary Hartfield. Motion carried.

B. CEO Performance Metrics and Evaluation Process (Presenters: Barclay Harless)

The committee discussed ongoing challenges with balancing qualitative feedback and KPI measurements within the current evaluation approach.

Members agreed there is a need for a more sustainable and consistent system and recommended gathering templates from other boards to help strengthen future evaluations. The group also reviewed the history of previous 360-degree

evaluations, noting that external consultants had facilitated the process and provided findings to the board.

It was emphasized that the CEO evaluation process must follow bylaws and incorporate board feedback. The committee agreed to create a more structured review process and plans to meet in early February to establish a clear timeline, with the goal of completing the evaluation before the May board meeting. Additionally, the group determined that evaluation criteria should be developed before engaging the full board. To support this work, the committee will reconvene in early February to finalize the evaluation categories and overall process.

V. Future Business

There was none.

VI. Adjournment

The meeting adjourned at 10:36 a.m.

Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.