



## CareerSource Tampa Bay Executive Committee

**Date:** February 3, 2026 at 11:00 AM

**Location:** Hybrid; Meridian One 4350 W. Cypress Street,  
Suite 875 Tampa FL 33607

**Zoom Information** [Zoom Link](#)

Meeting ID: 839 2124 2146

Passcode: 578463

Dial-in-Number: 13052241968

### Agenda

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

#### II. Public Comments

Members of the public may raise their virtual hand during the Public Comment portion of the meeting. Members of the public who do so will be acknowledged by the Chair and provided up to three minutes to make public comment.

#### III. Board Counsel Report

#### IV. CEO Report

#### V. Action Items/Discussion Items

A. Approval of Minutes - December 11, 2025 Executive Committee Meeting.....2

B. CEO Annual Performance Review.....4

#### VI. Information Item

A. Legislative Session planning

B. Performance Updates

#### VII. Future Business

#### VIII. Adjournment

A. Next Executive Committee Meeting – April 16, 2026



## **Action Item**

### **Executive Committee Meeting Minutes**



### 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.



## Action/Discussion Item CEO Annual Performance Review – Evaluation Criteria, Process and Tool

### Background

[By-Laws Section 4.4] The Board shall conduct regular performance reviews, at a minimum annually, for the Director.

- Performance reviews must, at a minimum, include local area performance in the federal and state programs administered by the Board, and state-issued letter grades.
- Additionally, performance reviews must evaluate the Director’s effectiveness in ensuring workforce investment activities carried out in the local area enable the local area to meet the corresponding performance accountability measures and achieve fiscal integrity as defined in WIOA sec. 106(e)(2).
- The performance review must be provided to and reviewed by the Consortium.

[By-Laws Section 6.2] Duties of the Chair shall include providing the annual performance review of the Director to the Board and Consortium.

### Information

PY 25/26 marks the first year of the President and CEO’s (“Executive Director”) annual performance review. The Executive Committee shall oversee the performance review process and develop a tool for Board completion. The results of the Executive Director’s performance review will be presented to the Board and Consortium for review. **Example timeline/activities below.**

Date	Committee	Activity
02/03/2026	Executive	Executive committee to establish the Executive Director’s annual performance review evaluation criteria, process and tool to include but not limited to: (1) Identifying areas to evaluate and the metrics to assess performance. (2) Establishing timeframe and process to gather feedback and compile summary results and framework for discussing results.
03/26/2026	Board	Executive Director’s annual performance review evaluation criteria, process and tool presented to board for review, comment and approval.
03/30/2026-04/10/2026	N/A	Board members to complete Executive Director annual performance review.
04/16/2026	Executive	Executive Committee to discuss findings and prepare compiled summary results.
05/28/2026	Board	Board chair to present compiled summary results to board and CEO. Board and CEO review of the results of the performance review.
June TBD	Consortium	CSTB Board chair presents CEO annual performance review for Consortium review.

### Recommendation

Establish the Executive Director’s annual performance review evaluation criteria, process and tool.



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