

**CareerSource Pinellas
Ad Hoc Search Committee Minutes**

Date: September 5, 2018

Location: 13805 58TH Street North, Clearwater, FL, 33760

Call to Order

Michael Meidel called the meeting to order at 9:32 a.m. The following board members were participating.

Committee Members Present

Michael Meidel, Jack Geller, Comm. Patricia Gerard, Michael Gliner (phone), Andrea Henning, Karla Leavelle.

Staff: Margie Curtis, Luna Clarke, Linsey Stiglic, Steven Blakey.

Guest (s): Whitney Creech (Pinellas County)

Action Items

1. Approval of the Minutes- 08/01/2018 Search meeting:

The minutes of the 8/01/18 Search committee were presented for approval.

Motion: Jack Geller

Second: Patricia Gerard

The minutes were approved as presented. The motion carried.

Discussion Items

1. Overview of the CEO Search

- **9/12 /18:** Search committee conducts Skype Interviews with 4-5 candidates
 - Rates candidates – top 2-3 are selected to complete background investigations and executive assessments
- **9/14/18:** Selected candidates undergo executive assessments and background checks
- **9/26/18:** Search committee selects candidates for face-to-face interviews
- **10/3/18:** Search Committee conducts face-to-face interviews with top 2-3 candidates
 - Rates candidates – top 2-3 move on to BOD interview
- **10/17/18:** BOD conducts face-to-face interviews and rates candidates
- **10/19/18:** Conditional (upon drug screen results) offer is extended
- **11/5/15:** Candidate assumes role

2. Candidates Qualifications and Ratings

- A number of candidates were interviewed and evaluated by the HR Consultant in previous weeks.
- The consultant rated the candidates, and selected the top qualifiers to be presented to the Search Committee for review.

Candidates for consideration. Listed Alphabetically:

- Jennifer Brackney
- John Flanagan
- Patrick Graham
- Steven Gustafson
- Kyla Gutierrez-Guyette
- Karl Kopp
- Rocco Tricarico

Candidates resumes and qualifications were enclosed for review.

Discussion ensued on whether or not current staff should be asked to weigh in on Ms. Brackney's leadership, if she is selected to continue further in the interview process. Similarly, all candidates will be asked to provide work-related references. All the candidates will be asked a similar set of basic questions, but other questions will be asked, depending on the individual candidates.

3. Select candidates to be interviewed on 9/12/2018

The committee members discussed the resumes and qualifications of the candidates being presented for review. Four candidates were selected to move on to the next phase of the interview process: the Skype interviews to be held on 9/12/18. The chosen candidates are:

- Jennifer Brackney
- John Flanagan
- Patrick Graham
- Rocco Tricarico

4. Streamline Interview Process

- Agree on interview format (who will ask questions, who will greet candidate, explain next steps, etc)
 - Mike Meidel, as the chairman, is to lead the interview process during the Skype interviews. He will briefly introduce the rest of the committee. The interview process will be explained to the candidates, when they are contacted by staff to schedule their interview. It was agreed that the process for each candidate would be 45 minutes. The committee would question each candidate for 35 minutes, and allow the individual 10 minutes to ask any questions of the members.
- Agree on interview questions – (this will affect length of interview)
 - Committee members agree to keep the list of questions presented by the HR consultant, with the understanding that they may add questions of their own choosing. Some of the points addressed were related to the handling of the media and bad publicity. Additionally, candidates will be asked about relocation.
- Agree on interview rating system
 - The committee agreed to use the rating systems as a tool guide, to help them make an informed decision on the candidates. However, the point system will be removed and will not be the determining factor of who is chosen.

5. Recommended Approach to CFO Search

The Committee discussed and agreed to follow the recommended approach to the CFO search:

- Phone screens to identify top candidates
- CFO Search Committee interviews and selects top candidate:
 - Search committee is comprised of:
 - Deborah Budaj – Interim CFO
 - Jennifer Brackney – Interim Executive Director
 - David Fetkenher – Board Treasurer
- Board of Directors interviews top candidate on October 17, 2018.

6. Next Meeting: September 12, 2018 for candidates Skype Interviews.

Adjournment: The meeting was adjourned at approximately 10:33 a.m.