

**CareerSource Pinellas  
Ad Hoc CEO/Counsel Selection Committee Minutes**

**Date:** September 9, 2019 – 11:30 AM

**Location:** 13805 58<sup>TH</sup> Street North, Clearwater, FL, 33760

**Call to Order**

In the absence of the Board Chair, Commissioner Gerard called the meeting to order at 11:33am. The following members participated.

**Committee Members in attendance**

Commissioner Pat Gerard, Russell Leggette, Mike Meidel.

**Committee Members Absent**

Karla Leavelle, Joanne Lentino.

**Staff Present**

Jennifer Brackney, Steven Meier and Luna Clarke.

**Action Item 1 – Approval of Minutes**

The minutes from the August 8, 2019 meeting of the Ad Hoc CEO/Counsel committee were presented for approval.

|                          |
|--------------------------|
| Motion: Michael Meidel   |
| Second: Russell Leggette |

*The minutes were approved as presented. No further discussion. The motion carried unanimously.*

**Discussion Item 2 – Request for Proposals: Legal Services (Draft)**

On June 5, 2019, the Board of Directors voted to initiate the procurement process for a request for proposals (RFP) regarding the provision of legal services. Through the publication of this RFP, CareerSource Pinellas is seeking legal services from qualified firms that are properly licensed with experience in Public and Administrative laws to serve as General Counsel to the Local Workforce Development Board, as well as Counsel to CareerSource Pinellas. Common services include: advising the governing board on the Sunshine law and conflict of interest, the review of contracts for goods and services, leases, subleases, Memoranda of Understanding, as well as maintaining compliance with Federal and State Laws related to public records requests and conducting public meetings.

A full copy of the draft RFP was enclosed in the packet for prior review.

|         |                  |
|---------|------------------|
| Motion: | Michael Meidel   |
| Second: | Russell Leggette |

Discussion: Board Members Committee members requested to add in the “Scope of Work”, a line item to specify that the Legal Representative must be able to assist the organization’s HR department regarding employee disciplinary actions and other staff concerns. Additionally, the members requested that the specific language in the CSPIN By-Laws, which addresses the Legal Services contract, be added to this RFP, to notify the applicants of the dictated term length, review process and any renewal process. Board members also noted that the Legal Counsel firm would report to the Board of Directors. The Corporate By-Laws will also be added to the RFP as an attachment, for the benefit of any respondents.

*The Ad Hoc CEO/Counsel Selection Committee approved the draft RFP for the Legal Services procurement, with the edits requested above. The motion carried unanimously. As this RFP was already voted on by the Board of Directors, a copy of the RFP verbiage will be shared with Board members, as an informational piece.*

**Other Administrative Matters:** None

**Public Comments:** None

**Committee Members Comments:** None

**Adjournment**

The meeting was adjourned at 12:01 PM