

**CareerSource Pinellas  
Ad Hoc CEO Search Committee**

**Date:** Monday, April 4, 2022  
**Location:** \*Virtual Zoom Meeting

**Call to Order**

Chairman Barclay Harless called the meeting to order at 2:00pm. There was a quorum with the following members participating.

**Members in Attendance**

Barclay Harless, Commissioner Rene Flowers, Michael Logal, Kevin Knutson

**Members Not in Attendance**

Lisa Cane

**Staff**

Steven Meier, Jay Burkey, Leah Geis

**Counsel Present**

Stephanie Marchman

**Action Item 1 – Approval of the Minutes – March 22, 2022 Ad Hoc Search Committee**

The minutes of the March 22, 2022, Ad Hoc Search Committee meeting were presented for approval.

**Recommendation**

Approval of the draft minutes, to include any amendments necessary.

**Discussion:** None

Motion:	Rene Flowers
Second:	Kevin Knutson

*The minutes were approved as presented. This motion carried unanimously.*

**Action Item 2 – CEO Job Description**

The Ad Hoc Search Committee reviewed the CEO Job Description from 2018 at its March 22, 2022, meeting. The Committee requested that a few changes be made.

- Reduce educational requirements from Master’s degree to a Bachelor’s Degree.
- Reduce Years of professional experience from ten years to seven years in a high-level leadership capacity with workforce development experience or a closely related field.
- Remove preference of a CPA or Juris Doctorate.

Subsequent to the meeting, an updated CEO job description was located on the organizations’ shared drive. This job description, more robust and descriptive, has been revised to take into account the changes above. The job description is attached for review and approval.

**Recommendation**

Approval of the attached CEO job description as amended.

**Discussion:** Committee clarified preferred versus required education and skills; in addition, Mrs. Marchman was asked to revise and remove skills that seemed redundant.

Motion:	Kevin Knutson
Second:	Michael Logal

*The Ad Hoc Search Committee made a motion to approve of the attached CEO job description as amended. This motion carried unanimously.*

**Action Item 3 – RFQ for Retained Search Firm for CEO**

The Ad Hoc Search Committee decided at its March 22, 2022, meeting that the organization should utilize the services of a retained search firm to recruit for the CEO position. Board of Director and Committee member, Kevin Knutson, indicated that Pinellas County recently utilized the services of a retained search firm to recruit for the Pinellas County Economic Development Director position. He supplied the organization with the County's Request for Proposal to use as a starting point.

Since the fees charged by the retained search firm will be under \$150,000, it was decided to use Procurement by Small Purchases utilizing a Request for Quote process. Small purchases are relatively simple and informal procurement methods for securing services, supplies, or other property that are less than \$150,000.

The attached Request for Proposal (RFQ) details the timeline, scope of services, and qualifications and requirements of the search firm. The RFQ is attached for review and approval.

**Recommendation**

Approval of the attached Request for Quote for a retained search firm for the recruiting of the Chief Executive Officer for CareerSource Pinellas.

**Discussion:** Committee agreed, this will be brought before the board for full board approval.

Motion:	Kevin Knutson
Second:	Michael Logal

*The Ad Hoc Search Committee made a motion to approve of the attached Request for Quote for a retained search firm for the recruiting of the Chief Executive Officer for CareerSource Pinellas. This motion carried unanimously.*

**Adjournment**

Chairman Barclay Harless adjourned the meeting at 2:39pm.