

**CareerSource Pinellas
Ad Hoc CEO Search Committee**

Date: Tuesday, March 22, 2022

Location: *Virtual Zoom Meeting

Call to Order

Chairman Barclay Harless called the meeting to order at 11:01am. 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, Amy Leuschke

Discussion Item 1 – CEO Job Description

The CEO job description from the previous CEO search was shared with the Committee. There was discussion surrounding:

- Minimum education requirements – members recommended lowering the previous education requirement to a bachelor’s degree.
- Certified Public Accountant Designation or Juris Doctor preference – members recommended striking this point.
- Location of applicants should not be limited to Florida residents.
- Professional experience – recommendation was made to raise the number of years to seven.

The revised job description will be presented and approved at the next Committee meeting

Discussion Item 2 – Salary Review

Steven Meier provided the current grade level and associated salary level for the CEO role. The recommendation was made to provide a salary range on the position posting.

Discussion Item 3 – Search Committee Process

The recruitment search process was discussed. The Committee felt that a retained search firm should be used to recruit applicants for the CEO position. An RFQ will be prepared. It will be presented for approval at the next Ad Hoc Search Committee meeting.

There were no public comments and no additional discussion items.

Adjournment

Chairman Barclay Harless adjourned the meeting at 11:46 am.