



July 26, 2022 - 3:00PM-4:00PM

Virtual Zoom Meeting

*Join via Zoom – Meeting ID: 338 034 9468

[Zoom Link](#)

*Dial In via Phone – Meeting ID: 338 034 9468

Phone: +1 646-558-8656

Ad Hoc Search Committee Agenda

- I. **Welcome** Barclay Harless, Chair
- II. **Public Comment**
- III. **Roll Call**
- IV. **Action/Discussion Items**
 - 1. Approval of minutes – April 20, 2022 Ad Hoc Committee Page 1
 - 2. Approval of Retained Search Firm for CEO..... Page 4
- V. **Open Discussion**
- VI. **Adjournment**

Finance Committee – August 24, 2022 (10:00 am - 11:00 am)
 Audit Committee – August 24, 2022 (11:00 am – 12:00 pm)
 Compensation Committee – August 4, 2022 (11:00 am - 12:00 pm)
 Workforce Solutions Committee – August 18, 2022 (2:30 pm - 3:30 pm)
 One-Stop Committee – August 18, 2022 (9:00 am - 10:00 am)
 Next Board of Directors Meeting – September 7, 2022 (11:45 am - 12:45 pm)

**All parties are advised that if you decide to appeal any decision made by the Board with respect to any matter considered at the meeting or hearing, you will need a record of the proceedings, and that, for such purpose, you may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

**If you have a disability and need an accommodation in order to participate in this meeting, please contact the Executive Assistant at 727-608-2551 or admin@careersourcepinellas.com at least two business days in advance of the meeting.*





ACTION ITEM 1

Approval of Minutes

In accordance with Article VII, Section 1(H), of the approved WorkNet Pinellas By-Laws: Minutes shall be kept of all Board and Committee meetings. Minutes shall be reviewed and approved at the next CareerSource Pinellas Board or Committee meeting as appropriate.

The official minutes of meetings of the Board and Committees of the Board are public record and shall be open to inspection by the public. They shall be kept on file by the Board Secretary at the administrative office of CareerSource Pinellas as the record of the official actions of the Board of Directors.

The draft minutes from the April 20, 2022, Ad Hoc Committee Meeting have been prepared and are enclosed.

RECOMMENDATION

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

**CareerSource Pinellas
Ad Hoc Committee Meeting**

Date: Wednesday, April 20, 2022

Location: *Virtual Zoom Meeting

Call to Order

Chairman Barclay Harless called the meeting to order at 4:01pm. There was a quorum with the following members participating.

Members in Attendance

Barclay Harless, Commissioner Rene Flowers, Mark Hunt, Kevin Knutson

Members Not in Attendance

Lisa Cane

Staff

Steven Meier, Leah Geis

Counsel Present

Stephanie Marchman

Guest Counsel Present

James Dean

Rob McNeely

ACTION ITEM 1 – Approval of the Minutes – April 4, 2022 Ad Hoc Search Committee

The minutes of the April 4, 2022, Ad Hoc Search Committee meeting were presented for approval.

RECOMMENDATION

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

Discussion: None

Motion:	Mark Hunt
Second:	Kevin Knutson

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

ACTION ITEM 2 – Insurance Coverage Counsel Approval

At the April 8, 2022, Special Board Meeting, the Board authorized the CEO and General Counsel to begin the process to engage outside insurance coverage counsel to determine whether the final disallowed costs of \$1,862,989.81 from the DOL compliance review can be recovered from CareerSource Pinellas' insurance carriers.

Stephanie Marchman, Outside General Counsel, has previously worked with Attorneys James J. Dean and Robert A. McNeely of the law firm Messer Caparello, P.A. (Messer Caparello) in coverage litigation involving a quasi-governmental non-profit and recommended that CareerSource Pinellas likewise engage them to represent it in all matters in connection with a claim for insurance coverage relating to a monetary demand made by the U.S. Department of Labor in March 2022, whether arising in litigation or otherwise. Messer Caparello has determined that they are available and willing to do so, under the terms outlined in their attached proposal. It is further recommended that CareerSource Pinellas execute the attached conflict waiver so that Messer Caparello may represent both CareerSource Pinellas and CareerSource Tampa in connection with their separate claims for insurance coverage relating to a monetary demand made of the Clients by the U.S. Department of Labor in March 2022, as the

organizations interests are aligned and efficiencies will likely be gained by engaging joint coverage counsel due to similar operative facts in this case.

CareerSource Pinellas' By-Laws require that the Ad-Hoc Committee establish legal counsel qualifications, terms of engagement, recruitment process, and rating proposals, subject to approval by the full Board of Directors and the Pinellas County Board of County Commissioners. Given the time sensitive nature of this matter, it recommended that CareerSource Pinellas follow this process for engaging legal service providers as outlined in its By-Laws, but it proceed as expeditiously as possible in light of the time sensitive nature of this representation.

RECOMMENDATION

Approval of Messer Caparello's proposal and conflict waiver so they may serve as insurance coverage counsel in all matters related to a claim for insurance coverage relating to a monetary demand made by the U.S. Department of Labor in March 2022, subject to approval by the full Board of Directors and Pinellas County Board of County Commissioners.

Discussion: Stephanie Marchman's recommendation is to call a Special Board Meeting to approve of this so it is able to be brought before the BOCC at the upcoming 4/26/22 BOCC meeting by Commissioner René Flowers.

Motion:	Mark Hunt
Second:	Kevin Knutson

The Ad Hoc Search Committee made a motion to approve of Messer Caparello's proposal and conflict waiver so they may serve as insurance coverage counsel in all matters related to a claim for insurance coverage relating to a monetary demand made by the U.S. Department of Labor in March 2022, subject to approval by the full Board of Directors and Pinellas County Board of County Commissioners. This motion carried unanimously.

Adjournment

Chairman Barclay Harless adjourned the meeting at 4:16pm.



ACTION ITEM 2

Approval of 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. A Request for Quote (RFQ) was sent to seven qualified firms and also posted on the CareerSource Pinellas website; one proposal was received by the deadline. Subsequent to closing of the RFQ, staff reached out to the firm that conducted the search for the current CEO of CareerSource Tampa Bay, This firm followed up by submitting a proposal as well.

Summary of Proposals Received (Full proposals attached)

Next Move Group

- Completed search in 2021 for new Executive Director for Pinellas County Economic Development
- Located in St. Louis, MO
- Been in business since 2014
- Qualified to do business in Florida
- Employs 7 individuals
- Works with organizations and private industry all over the country
 - Executive Search for Chambers of Commerce, Economic Development organizations and other non-profit agencies
- Have not performed any searched for CEOs for Local Workforce Boards
- Pricing – 2 Options
 - \$27,000 billed in thirds
 - \$25,110 payment up front (7% discount)

My Benefit Partners

- Completed search for current CEO of Career Source Tampa Bay
- Located in Tampa, FL
- Been in business since 2007
- Qualified to do business in Florida
- Employs 2 individuals
- Premier human resources consulting and administration firm serving corporations and nonprofit organizations in Florida
- Pricing - \$46,000; 50% upon commencement of project and 50% upon selection of CEO

RECOMMENDATION

Approval of the selected retained search firm for the recruiting of the Chief Executive Officer for CareerSource Pinellas. 4



CareerSource Pinellas
Attn: Mr. Steven Meier, Interim CEO
13805 58th Street North, Suite 2-140
Clearwater, FL 33760

May 3, 2022

RE: RFQ No. 22-0412; Search Firm for Position of Chief Executive Officer

Dear Mr. Meier and Board of Directors:

On behalf of Next Move Group, LLC, I am pleased to submit our proposal for the executive employment search services for the next CEO of CareerSource Pinellas to you and the Board of Directors. As you will see in the attached proposal, our proprietary search process includes all points outlined in your RFP's Scope of Service: Section B, Scope of Work. Next Move Group is committed to working with you to establish a mutually agreed upon process prior to the executive search commencing, including activity updates and progress updates.

Next Move Group is familiar with your community through our search completed last spring for a new Executive Director for Pinellas County Economic Development and just like this search, finding the best candidate for CareerSource Pinellas is our number one priority and together, we're going to do so strategically.

We look forward to presenting our process to you, in person or virtually, and working with you to make sure your search is a seamless and successful one. Please reach out to me with any questions about this proposal, or any additional questions you may have about the NMG organization or team.

A handwritten signature in black ink, appearing to read "Chuck Sexton".

Chuck Sexton, CEO
Next Move Group, LLC
chuck@nextmovegroup.com
270-832-5990 c.

**QUALIFICATIONS AND REQUIREMENTS:
Information about Next Move Group**

1. **Full Legal Name of Company:** *Next Move Group, LLC*
2. **Primary Contact:** *Chuck Sexton, CEO*
3. **Contact Information:**
Company Address: *6 Cardinal Way, Suite 900, St. Louis, MO 63102*
Phone Number: *800-764-3105*
Fax Number: *N/A*
E-mail address: chuck@nextmovegroup.com
4. **How long has the firm been in business under the present name and structure? Provide any other names under which the firm has done business and the date it operated under each name and the locations at which it operated under each name.**

Next Move Group, LLC has been in business under this name since August 2014. There are no additional names to be included.
5. **State of Incorporation/Formation and the date incorporated/formed/qualified to do business.**

Next Move Group was incorporated in Kentucky in August 2014 and in Missouri in April 2015. We are currently in process of moving our LLC to become a Florida-headquartered company in Perdido Key, which should be finalized mid-May 2022.
6. **Type of Entity (Corp., Gen. or Ltd. Partnership, etc.).**

LLC
7. **Identify the President, Vice President, Secretary, Treasurer, and Director/General Partner/Partners/Members. Indicate whether each is active and if in good standing.**

*Chad Chancellor, Co-Founder (Active; Status: Good Standing)
Alex Metzger, Co-Founder (Active; Status: Good Standing)
Chuck Sexton, CEO (Active; Status: Good Standing)
Ivy Stanley, COO (Active; Status: Good Standing)*
8. **Indicate whether the firm is a Florida corporation and whether the firm is qualified to do business in Florida.**

Next Move Group, LLC is qualified to do business in Florida and we have recently placed an office near Pensacola in Perdido Key.

9. **Are you affiliated with any other business entity, i.e., are you a subsidiary, do you have subsidiaries or joint partnerships? If yes, please identify the organization(s) and the relationship(s).**

No.

10. **How long has the company been at the location which you designated above as the company address? How many other company locations do you have and in what cities are they located?**

Next Move Group has been at 6 Cardinal Way, Suite 900, St. Louis, MO 63102 since June 2012, we also have offices in New Orleans, LA, Paducah, KY, and Perdido Key, FL.

11. **Current total number of individuals employed by the firm nationally and total number of individuals employed at the above listed address.**

Next Move Group currently employs seven individuals, two of which are in St. Louis, MO.

12. **What is the focus of your firm (what are the primary purposes of the firm)? What are the primary markets served?**

*Next Move Group works with organizations and private industry all over the country. Our primary portfolio of work revolves around the following three services:
1) Executive Search for chambers of commerce, economic development organizations, and other non-profit agencies as well as the private sector,
2) Site Consulting for private industry seeking a new location (or re-location) for an existing business or the expansion of an existing business, and
3) Economic Development Services for small-to-midsized communities (labor studies, marketing, strategic planning, targeted industry studies, organizational development, etc.).*

13. **Does your firm offer outplacement and/or career counseling to executives? If so, what percent of your business is outplacement and/or career counseling?**

No.

14. **Is your firm an active/current member of the Association of Executive Search Consultants (AESC)? If your firm is not a current AESC member, is it willing to abide by/adhere to the Professional Guidelines and Ethics of the Association of Executive Search Consultants (AESC)?**

Next Move Group is not an active/current member of AESC, however we are willing to follow the guidelines.

15. **Provide a detailed description of comparable public and private contracts (similar in scope of services to those requested herein) which the Proposer has either ongoing or completed within the past three years. The description should identify for each project: (i) the client, (ii) description of work, (iii) total dollar value of the contract, (iv) contract duration, (v) customer contact person and phone number for reference, (vi) the results of the project, and (vii) tenure of the selected candidate in the position. Where possible, list and describe those projects performed for governmental clients or similar size private entities.**

A list of communities and organizations we have worked with for executive search services is included in our proposal.

16. **How many other assignments is the firm currently handling, and what is the timetable for completing those assignments?**

We are currently handling six economic development searches, two chamber of commerce searches, and three private company executive searches.

- *Leavenworth County, Kansas (completion target date: May 6, 2022)*
- *Kilgore, Texas (completion target date: May 20, 2022)*
- *Temple, Texas (completion target date: May 27, 2022)*
- *Paducah, Kentucky (completion target date: May 31, 2022)*
- *Garrett County, Maryland (completion target date: June 15, 2022)*
- *Montgomery County, Kansas (completion target date: June 30, 2022)*
- *Putnam County (Florida) Chamber of Commerce (completion target date: May 31, 2022)*
- *Garrett County (Maryland) Chamber of Commerce (completion target date: May 20, 2022)*
- *Three Private Executive Searches – ongoing until position is filled*

17. **How many searches have you done for positions of Chief Executive Officer for Local Workforce Boards? Of these, how many were for jurisdictions with populations of one million or more?**

None.

18. **Provide at least five (5) references (at least three (2) of which should be similar organizations to CareerSource Pinellas, if possible). Include size of the government entity and the name, address and telephone number of a contact person currently available. Include specific corporations in which you have placed candidates at the level of Vice President or higher. Include the name, address and telephone number of a contact person currently available.**

References and testimonies are included in our proposal.

19. **Describe any prior or pending litigation, either civil or criminal, which may affect the performance of the services to be rendered, in which the firm, any of its employees, subcontractors or sub-consultants is or has been involved within the last three (3) years. Include the nature, resolution and/or current status of the litigation.**

None.

20. **What distinguishes your firm from your competitors?**

Our distinguishable characteristics are listed within our proposal.



EXECUTIVE SEARCH

PROPOSAL



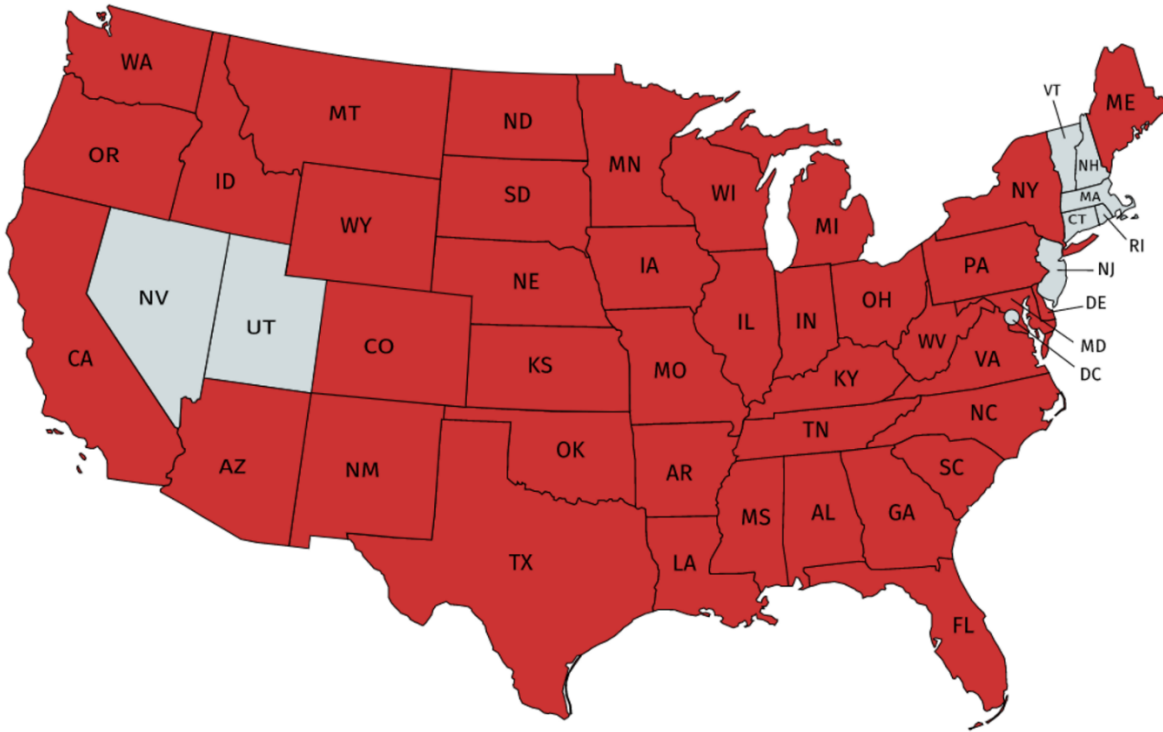
Next Move Group
We Are Jobs

Contact

Chuck Sexton
CEO, Next Move Group
270-766-7196
chuck@nextmovegroup.com
www.nextmovegroup.com

May, 2022

We Have Serviced Clients From All The States In Red Since 2014:



Our Florida Clients:



**PINELLAS
COUNTY**

ECONOMIC DEVELOPMENT



EDUCATE. ADVOCATE. CONNECT.



FLORIDA'S
Putnam County
CHAMBER OF COMMERCE



SUWANNEE COUNTY
ECONOMIC DEVELOPMENT OFFICE



FLORIDA'S
Great Northwest

Testimonials on Our Executive Search Process:

From an organization known worldwide:

- Tom Spiers, Chairman, World Trade Center of New Orleans

- Click here to watch Tom’s 1 minute, 34 seconds testimonial for Next Move Group’s process: <https://vimeo.com/333450008>

Highlights of his testimonial:

- *“I would have to say the executive search we conducted with Next Move Group was done at the highest professional level and was the most well-organized search I have been involved with in quite a while. I have been a healthcare administrator for many, many years both private as well as public and university healthcare and I can say that I have been part of many executive searches and the way the Next Move Group conducted our search was probably the most professional I have been part of, I wholeheartedly recommend the Next Move Group.”*



Watch this Board Chair’s testimonial here:

“Galveston County has a strong, unique, and diverse economy, so it was vitally important to us to find a search firm that was more than just a search firm, we wanted one that truly understood all aspects of economic development. We found that in the Next Move Group. We appreciate how they listened to all our leaders, and researched our area thoroughly before they searched the market rather than coming to us with preconceived ideas of the type person to hire.”



**Tyler Drummond
Chief Staff**

"The Next Move Group did an awesome job for one of the communities in our territory! We appreciate everything that you did to make the process productive, professional and painless. We received over 30 applicants of which I would consider 10 of them to be A-List Candidates. I cannot thank Next Move Group enough!"



-Scarlett Phaneuf, Power South Florida, Economic Development Representative



From: Peter Mills [<mailto:pmills@mainelegal.net>]
Sent: Saturday, July 8, 2017 10:02 AM
To: mpardue@kennebunkmaine.us; costerrieder@kennebunkmaine.us
Cc: Chad Chancellor <chad@thenextmovegroup.com>; Alex Metzger <alex@thenextmovegroup.com>
Subject: Economic development

Mike & Chris,

I understand that Kennebunk may be looking for a specialist in Economic Development. In our search for a new Executive Director for Kennebunk Economic Development Authority (I'm a board member), the 24 town consortium that owns and manages FirstPark in Oakland, we have been using Chad Chancellor and Alex Metzger whose firm is called Next Move Group out of New Orleans. **They do both site selection and recruitment for economic developers and thus know both ends of the trade.**

They have done fabulous work for us. I strongly recommend that you talk to them. Chad's phone is 504-648-7716.

Attached is a draft of the job profile that they helped us put together to advertise for the position. We now have a number of excellent candidates to interview from around the nation. We will be sure to send some of our second choices in your direction.

Peter Mills
 207-858-6400 cell



**Peter Mills
 Search Committee Chair
 Former Gubernatorial Candidate**

From a Town Which Tried Twice on Their Own to Search, Then Hired Us:

- T. C. Coley, Tallapoosa County Commission, Lake Martin Alabama EDA
 - Click here to watch T.C.'s 1 minute, 18 seconds testimonial for Next Move Group's process: <https://vimeo.com/441383012>

- Highlights of his testimonial:
 - *"I do not have enough words to describe the service we received from Next Move Group. We didn't start out using a search firm and tried twice to search on our own and in both instances we had challenges getting a pool of highly qualified candidates. Next Move Group was able to get us a much better pool than our previous applicants. I highly recommend the Next Move Group if you have a search for an economic developer."*



Watch this Search Committee Chair's testimonial here:



References:

1. **Jeff Davidson**
Board Chairman
Jefferson City Area Chamber of Commerce (MO)
CEO Executive Search – Chamber of Commerce
573-644-6201
jdavidson@modernlitho.com
2. **Scarlett Phaneuf**
Economic Development Representative for Florida
PowerSouth
Economic Development Executive Search
850-630-2652
scarlet.phaneuf@powersouth.com
3. **J. Edwin Webb**
CEO
World Trade Center New Orleans
CEO Executive Search
502-418-6961
ewebb@wtcno.org
4. **Beth Bowman, IOM, CCE**
President & CEO
Irving-Las Colinas Chamber of Commerce
Vice President Executive Search – Economic Development
214-384-8819
bbowman@irvingchamber.com
5. **Betsey Hale, CEcD**
CEO
Cheyenne Leads (Wyoming)
CEO Executive Search – Economic Development
307-772-7241
betseyh@cheyenneleads.org

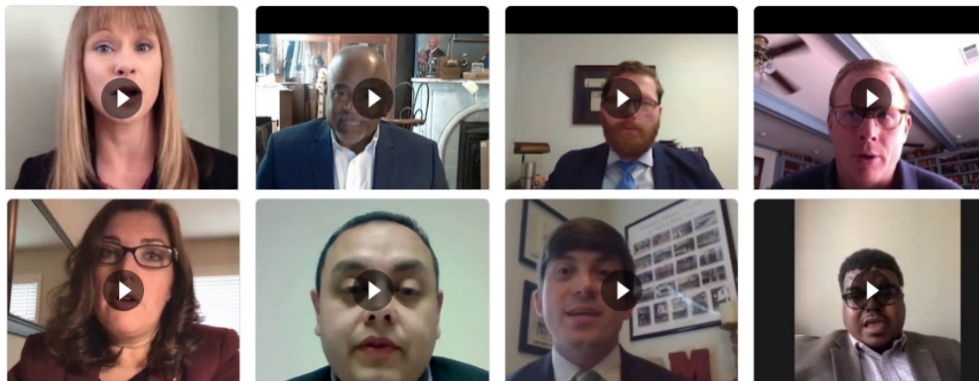
Top 6 Reasons to Partner with Next Move Group for this Search

1. OUR CLIENTS CONSTANTLY TELL US THEY LOVE HOW EASY AND CONVENIENT OUR VIDEO INTERVIEW PROCESS FOR THEM.

We record 2 to 3-minute video interviews with all the candidates who apply so you can watch in the comfort of your home or office to preview these people before you spend a penny bringing them to your community. These are designed to be easy and convenient for you. We ask candidates 3 questions, 1) Tell us about yourself; 2) Why do you want this job, 3) Describe your qualifications for this job.

You then get to watch these on your iPad, iPhone, or computer while in the comfort of your own home or office at a convenient time and place for you.

How the video interviews will be delivered to you:



Top 6 Reasons to Partner with Next Move Group for this Search, continued.....

2. **MOMENTUM HELPING SMALL TO MID-SIZED COMMUNITIES NATIONWIDE.** If you read our mission, you will understand why we focus on small to mid-sized communities, and right now no firm in America has more momentum doing executive searches for small to mid-sized communities than we do. We don't want to help the Atlanta's or New York's or Boston's of the world, it's not in our mission, we want to help small to mid-sized communities like Grand Junction. We have helped communities your size from coast to coast, literally from Washington State to Maine to Florida and all parts in between.

Sampling of Executive Searches We Have Completed Recently or Recently Secured:

- Pinellas County, Florida, Economic Development
- Cheyenne LEADS, Wyoming
- Jefferson City, Missouri, Area Chamber of Commerce
- Carroll County, Iowa, Chamber of Commerce
- Wenatchee Washington, Chamber of Commerce
- Marshalltown, Iowa, Area Chamber of Commerce
- Garrett County, Maryland, Chamber of Commerce
- Putnam County, Florida, Chamber of Commerce
- Irving, Texas, Chamber of Commerce
- Dyersburg-Dyer County, Tennessee Chamber
- City of West Fargo, North Dakota, Econ Dev
- St. Charles County, Missouri, Economic Development
- World Trade Center of New Orleans
- Greater Oshkosh, Wisconsin, Economic Development
- Kennebec, Maine, Regional Development Authority
- Biomedical Research Foundation of Northwest Louisiana (Shreveport)
- Florida's Great Northwest
- Jefferson County, Illinois, IDA
- Tri-Cities, Washington State, Development Council
- Tuscaloosa County, Alabama, IDA
- Fayetteville-Cumberland County, North Carolina
- Lake Martin, Alabama, Area Economic Development Authority
- St. Bernard Parish, Louisiana, Economic Development
- Riverport of Paducah, Kentucky
- Jefferson County, West Virginia, Development Authority
- Kennebec, Maine, Regional Development Authority
- Plus dozens more.....



Top 6 Reasons to Partner with Next Move Group for this Search, continued.....

3. WE REDUCE YOUR RISKS MORE THAN OUR COMPETITORS. HOW?

We see communities make a huge mistake whether doing a search on their own or using one of our competitors. The mistake is not doing background checks on candidates BEFORE you interview them in person.

- We conduct credit and criminal background checks on everyone you will interview **BEFORE** you interview them. Our competitors typically conduct these checks only on the candidate you wish to name as your finalist.
 - How does this reduce your risk?
 - If we find a candidate has an issue in their background, let’s use a DUI for an example, we want to know this before you interview them.
 - A) you can decide to eliminate them if you find the issue to be a deal killer
 - or B) we can ask the candidate about it directly in the interview
 - Either way, you are aware of this issue before members of your search committee meet the candidate and “fall in love with them.”
 - If you wait and learn an issue after you chose a candidate as your finalist, you run the risk of being embarrassed if you find an issue as your community leaders will have already made up they want a certain candidate, then you have to explain to them why you eliminated this person.

NW, SSN, 7yr Counties, MVR, Emp Credit		
Search ID	Service	Status
2230484	Driving History (MVR)	ALERT
2230473	Employment Credit Report	COMPLETE
2230472	SSN Trace	COMPLETE
2230476	County Criminal Search	NO RECORD
2230475	County Criminal Search	NO RECORD
2230474	Nationwide Criminal Search	NO RECORD

Don’t take an unnecessary risk, run background checks on candidates before you interview them.



Next Move Group
We Are Jobs

Top 6 Reasons to Partner with Next Move Group for this Search, continued.....

4. WE ARE THE MOST AGGRESSIVE DIRECT NETWORKING FIRM IN THE CHAMBER EXECUTIVE SEARCH SPACE.

Because we built our business and reputation first helping small towns, we learned how to aggressively recruit for positions based on direct networking to good chamber professionals we know. Now, our reputation has grown to the extent that we do searches for worldwide known organizations such as the World Trade Center of New Orleans, but the recruiting principles we put in place are what we learned helping the smallest of the small towns.

Steps in our Aggressive Director Networking Recruiting Approach:

- 1) Build a more attractive job profile than our competitors
 - o Leave no stone unturned in building a job profile which sells your community to prospective candidates all while describing the job.



- 2) Email the job profile to 8,000 chamber professionals across America
 - We email our attractive job profile to these 8,000 professionals 3 times and have analytics which shows us which ones are interacting with the job profile.
 - We then have a call center staff member on our team who calls each person who interacts with the job profile email to gauge their interest and recruit them into the mix.

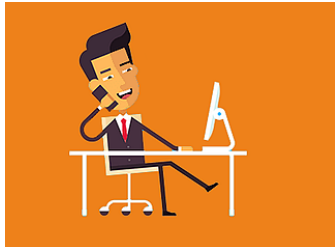
Recent performance of one of our job advertisements which was opened more than 3,000 times:

Total opens	3,454	Clicks per unique opens	4.4%
Last opened	3/6/19 8:44AM	Total clicks	198

Top 6 Reasons to Partner with Next Move Group for this Search, continued.....

4. WE ARE THE MOST AGGRESSIVE DIRECT NETWORKING FIRM IN THE CHAMBER EXECUTIVE SEARCH SPACE, continued...

3) Our recruiter calls a minimum of 200 A-list chamber professionals who may or may not want your job describing the job to them. If they tell us they are not interested we ask them to refer us to someone in their network they are impressed with, this helps us find passive candidates who would not apply if we did not find them, seek them out, recruit them, and call them to ask them to apply.



- You may wonder why would our recruiter does such hard work as 200 personal calls? Well to be honest this grows our business. Not only do we find candidates for you, as we make these calls people will tell us about other searches we pursue.
 - Also, because we also do site selection there is virtually no chamber professional in America who will not take our call. When we call them, we could either have a manufacturing project for them, or have a good paying job we are representing, why wouldn't they take our call?



Why do we take such an aggressive approach to recruiting for your position?

According to LinkedIn, 79% of all candidates worldwide for any search are “passive” candidates. “Passive” candidates might have interest in your position, but they are not currently seeking a new job. In order to find passive candidates, we have to approach them, communicate with them, and recruit them to apply.



Top 6 Reasons to Partner with Next Move Group for this Search, continued.....

5. **NATIONWIDE BRAND.** Our brand extends nationwide.


Our Podcast Channel

www.nextmovepodcast.com, Chad Chancellor hosts shows each Thursday


Some of our recent podcast guests:



Robert Hess
Vice Chairman, Consulting
Research Triangle Park




Episode 51 with Bob Hess
Newmark Knight Frank
More info...


Episode 51 - 

Transcript:
[View Online](#) [Download](#)

Jeff Finkle
President & CEO
International Council
Development Council




Episode 50 with Jeff Finkle
International Economic
Development Council
More info...


Episode 50 - Jeff 

Transcript:
[View Online](#) [Download](#)

Gray Swoope
CEO
VisionFirst Advisors




Episode 49 with Gray Swoope
VisionFirst Advisors
More info...


Episode 49 - 

Transcript:
[View Online](#) [Download](#)

Chad Chancellor
President & CEO
Next Move Group



Episode 48 with Chad Chancellor and Mark Manning
Next Move Group
Murray-Calloway
More info...

Episode 48 - 

Transcript:
[View Online](#) [Download](#)




Ned Staebler
CEO
TechTown Detroit



Episode 47 with Ned Staebler
TechTown Detroit
More info...

Barry Broome
President & CEO
Greater Sacramento
Economic Council



Episode 46 with Barry Broome
Greater Sacramento Economic
Council
More info...

Shannon Landauer
Executive Director
Carroll Area Development
Corporation of Iowa



Episode 45 with Shannon Landauer
Carroll Area Development
Corporation of Iowa
More info...

Kay Brockwell
President & CEO
Future Focus Development
Solutions, LLC



Episode 44 with Kay Brockwell
Future Focus Development
Solutions, LLC
More info...



Our CEO speaking at a US Department of Commerce event in Calgary, Canada



Our CEO presenting to the governor of Nebraska to an economic development luncheon



Our Director of Site Selection at the Site Selectors Guild in Salt Lake City, Utah



Our CEO with Kentucky Governor at the Kentucky Derby



Our President presenting to the Missouri Legislature



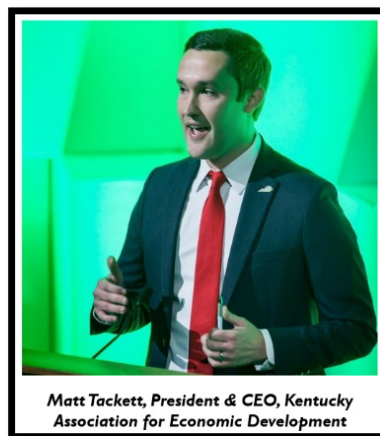
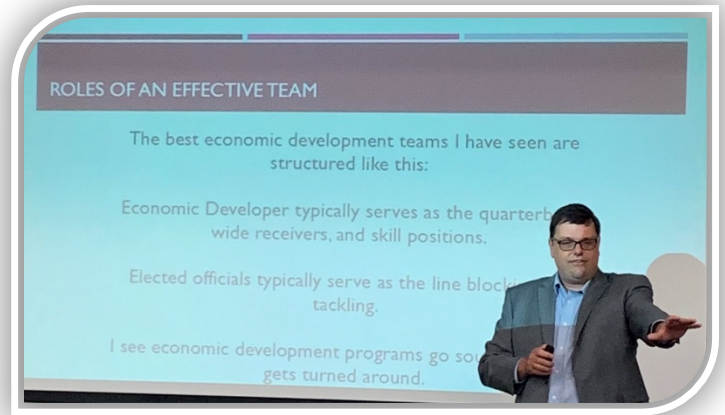
Our President with the former Kansas Governor

Top 6 Reasons to Partner with Next Move Group for this Search, continued.....

5. NATIONWIDE BRAND. Our brand extends nationwide: *Our Professional Speaking Engagements:*

Our expertise in helping small to mid-sized communities create economic growth has gotten recognition to the point we now are routinely asked to speak at various economic development related events, here is an example of some of our recent speaking engagements and topics:

- Guest speaker, Wyoming Economic Development Conference, Topic: How Small to Mid-Sized Towns Can Create Commerce
- Guest speaker, Kansas City Power and Light, Topic: Small Town All-Stars
- Guest speaker, North Dakota Main Street Association: Using online marketing to help downtown
- Guest speaker, Mid-America EDC, Chicago, Topic: What to Expect When You're Competing and Advancing your Career
- Guest speaker, GRO Neosho, Missouri, Annual Meeting, Topic: Keynote Address
- Guest speaker, Kirksville, Missouri, Regional Development Corporation, Annual Meeting, Topic: Keynote Address
- Guest speaker, Tennessee Association of Human Resource Agencies, Topic: Economic Development
- Guest lecturer, Community Development Institute, University of Central Arkansas, Topic: Site Selection
- Guest speaker, Louisiana Industrial Development Executives Association: Trends in Site Selection
- Guest lecturer, University of Southern Mississippi's Economic Development Masters Class, Topic: Building a Career in Economic Development
- Guest speaker, One East Kentucky Annual Meeting, Topic: Keynote Address



Testimonial on our speaking engagements:

“Next Move Group’s session rated number 1 of 30 sessions rated from attendees at our annual conference.”

-Matt Tackett, Kentucky Association for Economic Development

Goldman Sachs Honor:



IN 2017, WE WERE HONORED BY GOLDMAN SACHS FOR OUR MISSION OF CREATING ECONOMIC GROWTH FOR SMALL TO MID-SIZED CORPORATIONS AND COMMUNITIES.



Top 6 Reasons to Partner with Next Move Group for this Search, continued.....

- 6. **TRAINING EXPERTISE.** We have trained hundreds of workforce, community and, economic development professionals, along with hundreds of local, state, and federal elected officials.

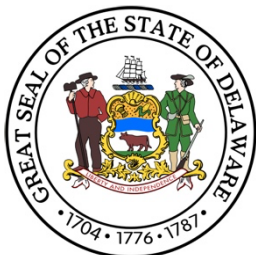
NMG Co-Founder Chad Chancellor is a regular guest lecturer for training institutes:



Training Partners:



SUWANNEE COUNTY
ECONOMIC DEVELOPMENT OFFICE



Jimmy Norris • 2nd
Economic Development Director at SUWANNEE, COUNTY OF 4d •

The Suwannee County Economic Development office would like to give a huge shout-out to **Chad Chancellor** and The Next Move Group for such a wonderful training session delivered to our elected officials and local leaders. It was absolutely one of the best classes that we have participated in.

#econdev


Our Entire 26-Step Proprietary Process in its Entirety:

1. Schedule community stakeholder interviews to understand what success for the position looks like, note this step can be skipped if the search committee prefers as long as Next Move Group can review the strategic plan for the organization.
2. Meet with community stakeholders via zoom to understand what success looks like in year 1, year 3, year 20 and also what are the bad parts of this job, note this step can be skipped if the search committee prefers as long as Next Move Group can review the strategic plan for the organization.
3. Share with the search committee what we learned from the stakeholder interviews, identify the skills and experiences we believe will be needed to do the job, identify the salary/benefits we think will need to be offered to get a candidate with the skills to do the job, and discuss goals/performance metrics. Build candidate profile.
4. Draft the job profile to send to the search committee for edits.
5. Once the job profile is approved, post it on our website, post it on LinkedIn, and Twitter.
6. Have board members share the job profile from us on their LinkedIn's to multiply our connections to include not only our connections but all those of the board members.
7. Advertise the job on ACCE and the state chamber associations.
8. Email the job profile to all the chamber executives in our database.
9. Resend the email to those who did not open the email in Step 7 after 4 days pass.
10. Call 200 chamber super connectors and call all those professionals who open our email more than 5 times.
11. Repeat step 7 the week we close the application process.
12. Repeat step 8 the week we close the application process.
13. Repeat step 9 the week we close the application process.
14. Video interview all applicants in 2 to 3-minute, quick interviews.
15. Schedule meeting with the search committee to review applicants.
16. Print resumes and supporting documents to share with the search committee for each applicant so committee can review. Recommend our top 5-10 candidates from the pool.
17. Meet with search committee to discuss applicants and choose the candidates to interview in person by watching the video interviews via a 1-hour zoom video meeting.
18. Complete background checks and personality profiling on all candidates which we will interview in person.
19. Coordinate and schedule the in-person interview.
20. Print sample questions, resumes, personality profiles, and background checks to give to the search committee in advance of the in-person interviews.
21. Conduct in-person interviews. We like to interview 3 ways: in a formal board room setting, in a casual meal setting, and via a 1-on-1 tour. These 3 different settings test the candidates in multiple ways.
22. Begin negotiations with the preferred candidate.
23. Draft contract for preferred candidate.
24. Drug test preferred candidate.
25. Hire the candidate and draft press release.
26. If the candidate and our client cannot come to terms, immediately repeat steps 22-25 with our backup candidate.



Other Key Steps in Our Process:

1. We coordinate all aspect of the in-person interviews and like to interview people in 3 settings: boardroom, meal, and one-on-one tour.



We recommend a 3-step interview process (these 3 steps test the candidates in various formats all which will be important to the performance of the job):

- 45-minute interview in a board room setting
- 1-hour tour of the community in a 1-on-1 setting
- Meal with 3-4 people in an informal setting

You will be shocked how often a community avoids making a hiring mistake after a candidate "Aces" the formal interview by learning more about the candidate in the informal settings of a meal and tour.

2. We negotiate the salary and benefits and hire the best fit.

Process Timeline: 90 Days

Next Move Group's executive search process takes approximately 90 days from the job profile launch to candidate in place. Upon contract execution, the NMG team works with you to create your custom job profile.

Sample search process timeline:

Pre-Timeline: (7 to 14 days) You submit photos and information to the NMG marketing team and we draft your custom job profile. You review, make edits and approve the profile.

Days 1 – 30: The Job Profile marketing begins and the talent search commences; our dedicated talent recruiter conducts candidate search via social media, direct call, networking and email marketing.

By Day 44: NMG Executive Search team meets with your search committee for the candidate reveal.

By Days 45 - 59: All candidate virtual interviews will be scheduled, followed by in-person interviews.

Day 60: You select your top candidate and we facilitate the salary and benefits negation process.

Day 90: Candidate begins.

Pricing

CHOOSE 1 OF 2 OPTIONS BEFORE SIGNING CONTRACT:

Option 1 (\$27,000): We bill in thirds.

\$9,000 upon the signing of this contract kicking off the project.

PLUS:

\$9,000 when NMG presents video interviews of prospective candidates to you.

PLUS:

\$ 9,000 upon hiring the position from NMG's pool of candidates.

The only other foreseen costs are that you agree to reimburse potential candidates for pre-approved travel costs for their visit to your community for the in-person interview portion of the process. Provider agrees to pay its own travel.

OR

Option 2: 7% discount for bulk payment for contracts signed between May 3 – June 30, 2022:

\$25,110 upon signing this contract kicking off the project

The only other foreseen costs are that you agree to reimburse potential candidates for pre-approved travel costs for their visit to your community for the in-person interview portion of the process. Provider agrees to pay its own travel.

GUARANTEE

- Replacement Search 100% Free of Charge – If your hire leaves for whatever reason within 12 months
- 70% Off Discount for Replacement Search – If your hire leaves for whatever reason in months 13 – 23
- 50% Off Discount for Replacement Search – If your hire leaves for whatever reason in months 24 – 36
- 30% Off Discount for Replacement Search – If your hire leaves for whatever reason in months 37 – 60
- 20% Off Discount for Replacement Search – If your hire leaves for whatever reason in months 61 – 72

Proof of Insurance

Next Move Group carries the following insurance policies to protect us and our clients:

- \$1 million Errors & Omissions liability policy
- \$1 million cyber liability policy (covers against if somehow a candidate's personal information was stolen off our servers)
- \$500,000 workers comp policy
- \$2 million general liability policy

Our Team & Biographies



**CHAD
CHANCELLOR**
Co-Founder

**ALEX
METZGER**
Co-Founder

**CHUCK
SEXTON**
CEO

**IVY
STANLEY**
COO

**BRITTANY
MCCOY**
RECRUITER

**ALLYSON
KNAPP**
OPERATIONS MGR.

**CAROLINE
FEW**
MARKETING DIR.



- Chad Chancellor (Co-Founder)**- Chancellor focuses on NMG's big picture goal of creating economic growth for small to mid-sized companies and communities. He is a graduate of Mississippi State University and has led NMG to securing 400+ clients since 2014. Chancellor got his start by working for the Mobile (Alabama) Area Chamber then running the Chamber in Lawrenceburg, Tennessee. In 2017, Chancellor was honored to have been chosen by **Goldman Sachs** to complete their prestigious 10,000 Small Businesses Program, a four-month long business accelerator program providing access to capital, networking, and educational curriculum written by the nation's most prestigious entrepreneurship college, Babson College based in Wellesley, Massachusetts. **Chancellor is a lecturer for the University of Central Arkansas' Community Development Institute and the University of Southern Mississippi's Masters of Economic Development program.**
- Alex Metzger (Co-Founder)**- Metzger is Co-Founder of Next Move Group and **attended Miami Dade Junior College and graduated from the University of Kentucky.** Metzger's focus lies within NMG's executive search services. Within the last year, Metzger has successfully placed Chamber Executives from Washington State to West Virginia. Metzger, originally from Paducah, Kentucky, now based in St. Louis, comes from a family tree of successful entrepreneurs, with his family having owned multiple meat packing plants from the 1950s-1990s.
- Chuck Sexton (CEO)**- Sexton is CEO of Next Move Group and a graduate of Oklahoma University's Economic Development Institute. In 2017, he was named a "Top-40 Under 40" Economic Developer by DCI. Sexton has 12 years of experience leading community and regional economic development organizations, most recently serving as CEO of One East Kentucky, a privately funded 9-county organization in rural Appalachia. Sexton has served on the leadership boards of three regional chambers of commerce and **is currently a board member for the Eastern Kentucky Concentrated Employment Program (EKCEP).**
- Ivy Stanley (COO)**- As COO, Stanley handles all the strategic internal operations of our company and directs the technical work of our menu of services and projects. Prior to joining Next Move Group, Stanley served as Director of Regional Development for One East Kentucky, a nine-county economic development organization. Stanley spent three years working with the 5-star accredited Bowling Green (Kentucky) Area Chamber of Commerce, and ran community and economic development, as well as Chamber and IDA activities for the City of Greensburg (Kentucky). Stanley two-time graduate of Western Kentucky University and the University of Oklahoma's Economic Development Institute.
- Brittany McCoy (Recruiter)**- McCoy is NMG's talent recruiter, she calls over 200 super connectors recruiting for your position plus every professional that opens your job profile at least three times (based on our internal analytics). McCoy obtained her Masters degree in Economic Development from the University of Southern Mississippi.
- Allyson Knapp (Operations Manager)**- Knapp handles all administrative aspects of your executive search project, like interview and meeting scheduling. Allyson previously worked as Office Manager for RW Allen Construction before joining the Next Move Group team in St. Louis and is a native of Northeast Ohio.
- Caroline Few (Marketing Director)**- Few manages all digital content related to your executive search.

***Testimonials from Site Selection, Executive Search, and Economic Development Clients
(7-minutes)***



<https://vimeo.com/361208588>



Relationship Disclosure Form

This form must be completed by the Respondent. In the event any information provided on this form should change, the Respondent must file an amended form on or before the date the item is considered by CareerSource Pinellas.

Part I

INFORMATION ON RESPONDENT:

Legal Name of Respondent: Next Move Group, LLC

Business Address (Street/P.O. Box, City and Zip Code):

6 Cardinal Way, Suite 900, St. Louis, MO 63102

Business Phone (800) 764-3105

Facsimile () N/A

Part II

IS RESPONDENT A RELATIVE OF ANY CAREERSOURCE PINELLAS EMPLOYEE OR BOARD MEMBER?

 YES X NO

IS ANY CAREERSOURCE EMPLOYEE OR BOARD MEMBER AN EMPLOYEE OF RESPONDENT?

 YES X NO

IS RESPONDENT AN EMPLOYEE OF ANY CAREERSOURCE PINELLAS EMPLOYEE OR BOARD MEMBER?

 YES X NO

IS RESPONDENT A BUSINESS ASSOCIATE OF ANY CAREERSOURCE PINELLAS EMPLOYEE OR BOARD MEMBER?

 YES X NO

If you responded "YES" to any of the above questions, please state with whom and explain the relationship:

(Use additional sheets of paper if necessary)



June 1, 2022

Mr. Steven Meier, CPA

Interim Chief Executive Officer/Chief Financial Officer

CareerSource Pinellas

13805 58th Street N., 2-140

Clearwater, FL 33760

Via email: smeier@careersourcepinellas.com

rfp@careersourcepinellas.com

Subject: Engagement Letter – CEO Recruiting/Placement Services

Dear Steven,

We are prepared to move forward with CEO Recruiting/Placement Services on your behalf. Prior to initiating the Scope of Services, it is our standard practice to issue an engagement letter that defines the scope of work, our fees, and our general terms and conditions. This letter will serve as our basis of understanding.

Scope of Services

My Benefit Partners (MBP) will work with CareerSource Pinellas’ leadership team to perform a Scope of Services that meets your organization’s needs.

- Scope of Services - Attachment A
- Qualifications and Requirements – Attachment B
- Relationship Disclosure Form – Attachment C

Compensation

Our remuneration will be \$46,000. MBP will bill 50% upon commencement of the project and 50% upon the selection of a CEO. MBP’s remuneration does not include expenses associated with printing, travel, special delivery, or any extraordinary items. These items are billed separately, subject to your prior approval.

Timeline

We estimate the project will be completed by September 1, 2022. MBP will provide detailed weekly updates on our progress. A proposed detailed timeline is in Attachment D.

Staffing

Teri L. Morrow, PHR, RHU, REBC, CEBS, will serve as the client relationship manager and senior advisor. Teri is a Principal with My Benefit Partners. She started the company in January 2007. Teri has over thirty years of human resource, employee benefits, and payroll consulting experience. Formerly, she was a Worldwide Partner with Mercer, the world’s largest employee benefits consulting firm. As an industry leader, Teri managed Southeast operations and business development overseeing business planning, budgeting, staffing, and quality initiatives.

Teri was formally a trustee for the Nonprofit Leadership Center of Tampa, Easter Seals of Florida, Society of Financial Service Professionals, and Society of Certified Employee Benefit Specialists. Some of her professional designations include:

- Professional in Human Resources (PHR), Human Resources Certification Institute
- Registered Health Underwriter (RHU), American College
- Registered Employee Benefit Consultant (REBC), American College
- Certified Employee Benefit Specialist (CEBS), Wharton, University of Pennsylvania
- Certificate in Board Governance, Harvard University

Nathan S. Dundes, is a Principal with My Benefit Partners with over twelve-years of experience consulting with clients on human resource processes, administration, compliance, employee benefits and policy. Nate graduated from the University of Tampa with a bachelor’s degree in Business Administration. Nate is a Human Resources Consultant and provides his clients with customized HR solutions as a strategic business partner.

Summary

Recommendations and opinions provided by our HR Consultants are based on general human resource management fundamentals, practices and principles and are not legal opinions or guaranteed outcomes. Our work product may contain summaries of important workplace laws; it should not be construed as all encompassing. We strongly recommend, as part of a team approach to management, that you consult legal counsel to address legal concerns related to human resources issues and legal contracts.

We have found that clarifying our terms of engagement in advance helps to prevent any misunderstandings later on. Consequently, this letter (together with the “Terms and Conditions” and Attachments), once accepted by both of us by our signatures below, will reflect our full and complete understanding and binding contractual agreement regarding the terms of our relationship.

We appreciate the opportunity to conduct the Services on your behalf. If you have any questions about these terms, please do not hesitate to call me. If not, please indicate your agreement to the terms by signing this letter and returning it to us.

MY BENEFIT PARTNERS, LLC

By: _____

Name: Teri L. Morrow, Principal Date: _____

**ACCEPTED AND AGREED
CareerSource Pinellas**

By: _____

Name: _____ Date: _____

TERMS AND CONDITIONS

1. **Definitions:** In these Terms and Conditions, the following terms have the meanings indicated:
 - a. "Agreement" means these Terms and Conditions, and any agreement incorporating these Terms and Conditions, including without limitation any Engagement Letter;
 - b. "Associated Entity" means any direct or indirect holding company of a party or any direct or indirect subsidiary of any such holding company;
 - c. "Client" shall mean CareerSource Pinellas;
 - d. "Compensation" means the fees, commissions, and other consideration payable to My Benefit Partners for Services as agreed between the parties from time to time and subject to the provisions of this Agreement;
 - e. "Engagement Letter" means any letter of engagement providing for the provision of the Services;
 - f. "Personal Information" means information relating to an identified or identifiable individual that is subject to applicable data protection, privacy or other similar laws, and
 - g. "Services" means such services provided by My Benefit Partners as set forth in the Engagement Letter, or such additional or other services as the Client and My Benefit Partners may agree from time to time; *provided however* that "Services" shall not include employee benefits procurement, investment consulting and/or advisory services, investment management services, merger and acquisition related services, or services related to the use, support, or development of My Benefit Partners proprietary software, databases, information systems or other intellectual property, it being understood and agreed that such services shall be provided under separate agreements which are specific to those particular services.

2. **Engagement:** The Client engages My Benefit Partners to supply Services in consideration of the Client paying (or causing to be paid) the Compensation. The engagement is on the terms set out in this Agreement, including without limitation the applicable Engagement Letter, and is with effect from the date of such Engagement Letter.

The Client shall pay or cause to be paid the Compensation due My Benefit Partners for the Services within 30 days of the date of invoice. If any invoice is not timely paid, My Benefit Partners may exercise its right to claim interest for late payment as to the maximum extent permitted by applicable law. If any invoice remains unpaid for longer than 60 days from the date of invoice, My Benefit Partners may either suspend the provision of the Services until payment is received, or terminate this Agreement with immediate effect. Failure of My Benefit Partners to exercise any remedy set forth above shall not prevent My Benefit Partners from doing so with respect to any future unpaid invoice or taking any other actions available to My Benefit Partners under law.

3. **Provision of Information and Assistance:** The Client will provide all necessary cooperation to enable My Benefit Partners to provide the Services including facilitating meetings providing complete, accurate, up-to-date and timely documentation and information with respect to the applicable services.

The Client agrees that My Benefit Partners shall use all information and data supplied by or on behalf of the Client without having independently verified the accuracy or

completeness of it except to the extent required by generally accepted professional standards and practices. If any documentation or information supplied to My Benefit Partners at any time is incomplete, inaccurate or not up-to-date, or its provision is unreasonably delayed, or if adequate access as described in the previous paragraph is not provided, the My Benefit Partners will not be responsible for any delays or liability arising therefrom.

The Client further understands that the failure to provide, or cause to provide, complete, accurate, up-to-date, and timely documentation and information to My Benefit Partners, whether intentional or by error, could result in an impairment or voiding of service. The Client will review all documents and agreements delivered to it by My Benefit Partners, including all materials, and will advise My Benefit Partners in writing of anything which the Client believes is not in accordance within thirty days following receipt.

4. **Instructions and Reporting:** My Benefit Partners will take instruction from the person or persons specified in the applicable Engagement Letter (or any successor to him/her) or any person nominated by such person or persons from time to time. My Benefit Partners will report to such person or persons (or any successor to him/her) or to any person who gave instructions. Instructions to and reports from My Benefit Partners may be provided either in writing or, where appropriate, orally.
5. **Confidential Information:** Each party to this Agreement is likely to disclose information to the other party from time to time in the course of the provision of the Services. The party receiving the information ("the receiving party") will not divulge or communicate it to any person other than in connection with the provision of the Services or as otherwise provided for in this Agreement. This restriction does not apply to information which (a) the receiving party must by law or legal process disclose, (b) is either already in the public domain or enters the public domain through no fault of the receiving party, (c) which is available to the receiving party from a third party who, to the receiving party's knowledge, is not under any non-disclosure obligation to the disclosing party, (d) is independently developed by the receiving party without reference to any confidential information of the disclosing party, or (e) is subject to disclosure pursuant to the Florida Sunshine Laws.

The Client agrees that My Benefit Partners will be entitled to disclose information relating to the Services or the Client to regulators and otherwise as required by law. The Client also agrees that, notwithstanding the provisions of the previous paragraph, My Benefit Partners may disclose the identities of the Client's nominated contacts and information about the terms of this Agreement, the Services and the Compensation to Associated Entities of My Benefit Partners. The Client will ensure that any such nominated contact who does not wish to be contacted about other services provided by and such Associated Entity is aware that he or she should advise the Client's usual My Benefit Partners' consultant accordingly. The Client also agrees that My Benefit Partners may use data and other information provided by the Client and My Benefit Partners' other clients to build databases and intellectual capital for internal use by My Benefit Partner's staff for the benefit of all clients by improving the quality of My Benefit Partner's advice, but My Benefit Partners will not disclose such data or information to any third party in a manner which allows particular clients or individuals to be identified.

6. **Personal Information:** This Agreement is made on the basis that each party is entitled to assume that the other has complied and will continue to comply with its obligations

arising from data protection and privacy laws in force from time to time to the extent applicable to this Agreement and the Services, any obligation of the Client to obtain any required consent(s) in respect of the transfer of Personal Information by the Client or any third party to My Benefit Partners, the creation or collection of additional Personal Information by My Benefit Partners, and the use, disclosure and transfer by My Benefit Partners of Personal Information as necessary to perform the Services. The parties acknowledge that any use or processing by My Benefit Partners of Personal Information supplied by or on behalf of the Client in connection with the Services shall be done solely on behalf of the Client and for the Client's purposes and My Benefit Partners shall deal with such Personal Information only in accordance with such reasonable instructions as the Client may from time to time provide or as reasonably necessary for the purpose of providing the Services. My Benefit Partners also confirms that it has taken appropriate technical and organizational measures against unauthorized or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data in accordance with applicable law.

7. **Intellectual Property:** The Client acknowledges that My Benefit Partners will retain all copyright and other intellectual property rights in the methodologies, methods of analysis, ideas, concepts, know-how, models, tolls, techniques, skills, knowledge and experience (including opinions on and ratings of investment products), and any graphic or digitized representations of any of these, possessed by My Benefit Partners before the commencement of, or acquired by My Benefit Partners during or after, the performance of the Services.
8. **Conflicts of Interest:** The Client acknowledges that My Benefit Partners might currently or may in the future provide advice or services to other clients under circumstances which could potentially lead to conflicts of interest (such as when such other client is in the Client's business sector, including competitors of the Client, or has commercial or other relationships with the Client, such as acting as trustee of pension schemes or programs in which the Client participates), and My Benefit Partners agrees that in these instances My Benefit Partners shall abide by non-disclosure procedures (such as firewall protocols and other safeguards) to ensure that confidences are protected.
9. **Legal Disputes:** If My Benefit Partners becomes involved (whether or not as a party) with a legal dispute involving Client, the Client will indemnify and hold harmless My Benefit Partners, including paying at My Benefit Partner's then current standard rates, for all My Benefit Partners personnel time spent, and will reimburse all costs and expenses (including attorney's fees and costs) incurred by My Benefit Partners in connection with such legal dispute; provided, that the foregoing shall not apply in the event such dispute is ultimately determined by a court of competent jurisdiction to have resulted primarily from the negligence or willful misconduct of My Benefit Partners.
10. **Limitation of Liability:** The liability of My Benefit Partners and its Associated Entities, in tort, contract or otherwise, to the Client and its Associated Entities, and the officers, directors, trustees, employees or shareholders of any of them, and any other third party, for all claims arising in connection with or contributed to by this Agreement and the Services (including without limitation multiple claims arising out of or based upon the same act, errors or omission, or series of continuous, interrelated or repeated acts, errors or omissions), shall not include loss of profit or incidental, consequential, indirect, punitive or similar damages. In no event will any damages payable by My Benefit Partners hereunder exceed the amount received as Fees for the Services. Nothing in

this paragraph shall apply to any liability which has been finally determined to have arisen from willful misconduct or fraud on the part of My Benefit Partners or which cannot lawfully be limited, modified or excluded.

11. **Duration and Termination of this Agreement:** This Agreement will begin on the date of the initial Engagement Letter and will continue until terminated as provided herein. This Agreement may be terminated by either party giving to the other party thirty (30) days' prior written notice of its election to terminate, by mutual written agreement of the parties, or immediately by My Benefit Partners for non-payment of invoices by the Client as provided for under Section 2 of these Terms and Conditions. After the termination of this Agreement, Sections 5, 6, 7, 9, 10, and 13 through and including 20 of these Terms and Conditions will continue in full force and effect. No termination by any party shall relieve the Client of its obligation to pay for Services rendered and expenses incurred by My Benefit Partners up to and including the effective date of such termination.
12. **Notices:** Any notice which is to be given by one party to the other under this Agreement will be given in writing and delivered to the address of the other party set out in this Agreement or any other address specified subsequently. A notice will be effective upon receipt thereof by the other party in accordance with this paragraph.
13. **No Third-Party Beneficiaries:** Neither this Agreement nor the provision of the Services is intended to confer any rights or benefit on any third party.
14. **Use of My Benefit Partners Reports and Recommendations:** The Client will not disclose any advice given to the Client or other material or work product supplied by My Benefit Partners under this Agreement to any third party without My Benefit Partners' prior consent, or use such material or work product other than as mutually contemplated when My Benefit Partners first was retained to provide such material or work product. The Client will reimburse My Benefit Partners in respect of any loss, damages, costs or expenses incurred by My Benefit Partners as a result of the Client's breach of this obligation.
15. **Destruction of Paper Records:** The Client agrees that My Benefit Partners may destroy paper copies of any correspondence and documents and retain only digital images thereof.
16. **Attorneys' Fees.** In the event that My Benefit Partners has to initiate collection efforts for amounts owed to it by Client under this Agreement (including the Engagement Letter), Client agrees to pay all attorney's fees and costs and other collection costs (including reasonable time of My Benefit Partners personnel at then established rates) in the event that Client is ultimately determined to have owed funds hereunder.
17. **Books and Records:** The Client is entitled to copies of reports prepared by My Benefit Partners for the Client under this Agreement, contracts between the Client and their vendors/administrators to the extent such contracts are in My Benefit Partners' possession and control, and written communications between My Benefit Partners and Client's vendors to the extent such communications pertain to the Services.
18. **Entire Agreement:** This Agreement sets out the entire agreement between the parties relating to the subject-matter of this Agreement and supersedes and replaces any existing agreement between the parties relating to such subject-matter. These Terms

and Conditions shall not be amended except by a written document executed by each party. The failure by either party to insist upon strict performance of any of the provisions of this Agreement shall in no way constitute a waiver of its rights under this Agreement, at law or in equity, or a waiver of any other provisions or subsequent default by the other party in the performance of or compliance with any of the terms of this Agreement.

19. **Governing Law and Jurisdiction:** This Agreement will be governed by, and interpreted in accordance with the law of Florida, not including conflicts of law provisions thereof, and will be subject to the exclusive jurisdiction of the courts of Hillsborough County, Florida.
20. **Severability:** If any provision of this Agreement (or any portion thereof) is determined to be invalid or unenforceable the remaining provisions of this Agreement shall not be affected by such determination and shall be binding upon the parties and shall be enforceable as though said invalid or unenforceable provision (or portion thereof) were not contained in this Agreement.

Attachment A

Scope of Services	Tasks
Recruiting/Placement of CEO position	<ul style="list-style-type: none"> - Provide written weekly activity reports summarizing and detailing the progress of the employment search. - Respond immediately to any/all inquiries from the Board of Directors or BCC related to the progress of the employment search.
	<ul style="list-style-type: none"> - Consult with the members of the Board of Directors to develop/determine the profile (background, education, training, experience, knowledge, skills, abilities, management style, and other appropriate characteristics) desired of the individual to be selected as Chief Executive Officer.
	<ul style="list-style-type: none"> - Develop job description including: <ul style="list-style-type: none"> o Essential duties and responsibilities o Knowledge and experience requirements o Skills required o Behaviors required o Physical demands. - Develop position ads for web-posting. - Web-posting of ads.
	<ul style="list-style-type: none"> - Review resumes of all applicants for background and qualifications to identify up to fifteen (15) candidates who present the most promising qualifications for the position of Chief Executive Officer. - We <u>do not</u> outreach to candidates who have not applied or expressed an interest in the position.
	<ul style="list-style-type: none"> - Conduct 20-minute telephone screenings using 1st level customized behavioral interview questionnaires, scoring matrix, and written summary. - Conduct 40-minute in-person interviews using 2nd level customized behavioral interview questionnaires, scoring matrix, and written summary. - Produce a list of at least eight (8) and no more than fifteen (15) candidates who merit the most consideration for the position of Chief Executive Officer.
	<ul style="list-style-type: none"> - Schedule and conduct Board presentation/interviews. - Compile Board scoring matrix. - Consult Board on finalists decision.
	<ul style="list-style-type: none"> - Conduct reference interviews. - Conduct Prove It Assessments. - Conduct Omnia Profiles.

	- Present the Board of Directors selected candidate to the BCC for approval.
	- Assist the Board of Directors with the negotiation of the conditional employment offer (including compensation and relocation) with the selected candidate/finalist, at the option of the Board of Directors.
	- Draft conditional job offer. - Conduct background screenings including: <ul style="list-style-type: none"> o Social Security trace o National criminal records check o Court records check o Sex offender list check o Domestic terrorist watch list check o County criminal court check o Motor vehicle violations check o Reference check o Prior employer check o Education verification check o Civil litigation (lower, upper, and federal) check o Credit check - Conduct drug screening.
	- Notifying non-selected applicants and candidates.
	- Maintain and allow for inspection or copying all records related to the CEO hiring process in accordance with the Public Records Law.
	- Ensure all meetings with the Board of Directors and BCC are conducted in accordance with the Sunshine Law.

ATTACHMENT B

QUALIFICATIONS AND REQUIREMENTS

The following requirements should be addressed and submitted as part of your written response. Failure to comply will severely weaken your proposal's evaluation score and could result in your proposal receiving minimal or no consideration.

A. Information about the Firm:

1. Full Legal Name of Company: **My Benefit Partners, LLC**
2. Primary Contact: **Teri Morrow, Principal**
3. Contact Information: Company Address; Phone Number, Fax Number, E-mail address: **6930 W. Linebaugh Avenue, Tampa, Florida 33625, 813-354-9899, tmorrow@mybenefitpartners.com**
4. How long has the firm been in business under the present name and structure? **Since 2007.** Provide any other names under which the firm has done business and the date it operated under each name and the locations at which it operated under each name. **None**
5. State of Incorporation/Formation and the date incorporated/formed/qualified to do business. **Florida 2007**
6. Type of Entity (Corp., Gen. or Ltd. Partnership, etc.). **LLC**
7. Identify the President, Vice President, Secretary, Treasurer, and Director/General Partner/Partners/Members. Indicate whether each is active and if in good standing. **Teri Morrow – in good standing.**
8. Indicate whether the firm is a Florida corporation and whether the firm is qualified to do business in Florida. CareerSource Pinellas RFQ for Retained Search Services 22-0412 Page 5 of 9 . **Qualified to do business in Florida.**
9. Are you affiliated with any other business entity, i.e., are you a subsidiary, do you have subsidiaries or joint partnerships? If yes, please identify the organization(s) and the relationship(s). **My Benefit Partners, LLC has no subsidiaries or joint partnerships. Teri Morrow has ownership in My Paper Pusher, LLC, a bookkeeping services firm.**
10. How long has the company been at the location which you designated above as the company address? **Since 2017.** How many other company locations do you have and in what cities are they located? **My Benefit Partners, LLC has no other locations.**
11. Current total number of individuals employed by the firm nationally and total number of individuals employed at the above listed address. **2**
12. What is the focus of your firm (what are the primary purposes of the firm)? What are the primary markets served? **My Benefit Partners is a premier human resources consulting and administration firm serving corporations and nonprofit organizations in Florida.**

13. Does your firm offer outplacement and/or career counseling to executives? If so, what percent of your business is outplacement and/or career counseling? **We do not offer outplacement or career counseling services.**

14. Is your firm an active/current member of the Association of Executive Search Consultants (AESC)? **No**

If your firm is not a current AESC member, is it willing to abide by/adhere to the Professional Guidelines and Ethics of the Association of Executive Search Consultants (AESC)? **Yes**

15. Provide a detailed description of comparable public and private contracts (similar in scope of services to those requested herein) which the Proposer has either ongoing or completed within the past three years. The description should identify for each project: (i) the client, (ii) description of work, (iii) total dollar value of the contract, (iv) contract duration, (v) customer contact person and phone number for reference, (vi) the results of the project, and (vii) tenure of the selected candidate in the position. Where possible, list and describe those projects performed for governmental clients or similar size private entities.

CareerSource Tampa Bay – CEO tenure since February 2019

Humane Society of Pinellas – CEO tenure since July 2020

Voice for Children of Tampa Bay – CEO tenure since July 2019

16. How many other assignments is the firm currently handling, and what is the timetable for completing those assignments? **My Benefit Partners provides ongoing Human Resource consulting and administration services to more than 20 organizations. We also provide project work like CEO searches/placements. We have no project work scheduled at this time.**

17. How many searches have you done for positions of Chief Executive Officer for Local Workforce Boards? **One.** Of these, how many were for jurisdictions with populations of one million or more? **One.**

18. Provide at least five (5) references (at least three (2) of which should be similar organizations to CareerSource Pinellas, if possible). Include size of the government entity and the name, address and telephone number of a contact person currently available. Include specific corporations in which you have placed candidates at the level of Vice President or higher. Include the name, address and telephone number of a contact person currently available.

**CareerSource Tampa Bay
4902 Eisenhower Blvd
Suite 250
Tampa, FL 33634
Sean Butler, Immediate Past Chair**

19. Describe any prior or pending litigation, either civil or criminal, which may affect the performance of the services to be rendered, in which the firm, any of its employees, subcontractors or sub-consultants is or has been involved within the last three (3) years. Include the nature, resolution and/or current status of the litigation. **None**

20. What distinguishes your firm from your competitors? CareerSource Pinellas RFQ for Retained Search Services 22-0412 Page 6 of 9. **Our proprietary processes and results.**

B. Information about the Project:

1. Provide a narrative describing the Proposer's project plan, methodology (including recruitment strategy and affirmative action), and recommended solutions in performing the services described in this section and describe the specific policies, plans, procedures or techniques used in providing the services to be performed. **A detailed scope of services is included in Attachment A.**

2. Provide an organization chart showing all individuals, including their titles, who would be assigned to this project. **Teri L. Morrow, Principal and Nathan Dundes, Principal.**

a. Describe the experience, qualifications and other vital information, including relevant experience on previous similar projects, of all key individuals who would be assigned to this project. This information should include the functions to be performed by the key individuals.

b. Provide resumes and job descriptions and other detailed qualification information on all key personnel who will be assigned to this project. All key personnel include all partners, managers, seniors and other professional staff that will perform work and/or services on this project.

Teri L. Morrow, PHR, RHU, REBC, CEBS, will serve as the client relationship manager and senior advisor. Teri is a Principal with My Benefit Partners. She started the company in January 2007. Teri has over thirty years of human resource, employee benefits, and payroll consulting experience. Formerly, she was a Worldwide Partner with Mercer, the world's largest employee benefits consulting firm. As an industry leader, Teri managed Southeast operations and business development overseeing business planning, budgeting, staffing, and quality initiatives.

Teri was formally a trustee for the Nonprofit Leadership Center of Tampa, Easter Seals of Florida, Society of Financial Service Professionals, and Society of Certified Employee Benefit Specialists. Some of her professional designations include:

- **Professional in Human Resources (PHR), Human Resources Certification Institute**
- **Registered Health Underwriter (RHU), American College**
- **Registered Employee Benefit Consultant (REBC), American College**
- **Certified Employee Benefit Specialist (CEBS), Wharton, University of Pennsylvania**
- **Certificate in Board Governance, Harvard University**

Nathan S. Dundes, is a Principal with My Benefit Partners with over twelve-years of experience consulting with clients on human resource processes, administration, compliance, employee benefits and policy. Nate graduated from the University of Tampa with a bachelor's degree in Business Administration. Nate is a Human Resources Consultant and provides his clients with customized HR solutions as a strategic business partner.

C. Timetable:

1. Provide a project schedule identifying specific key tasks and duration. **A proposed timetable is outlined in Attachment D.**
2. What progress reports would be made, in what format, and at what stages of the project? **Weekly activity and progress reports.**

D. Costs:

1. Describe the full fixed/basic fee and all associated reimbursable costs to conduct the specified services and to obtain a successful placement. **Our remuneration will be \$46,000. MBP will bill 50% upon commencement of the project and 50% upon the selection of a CEO. MBP's remuneration does not include expenses associated with printing, travel, special delivery, or any extraordinary items. These items are billed separately, subject to your prior approval.**
2. Is there a cap on reimbursable costs? **\$46,000**
3. What are the projected travel expenses, if any? **None are anticipated.**
4. Is your firm willing to provide additional services as needed at an hourly rate? **Yes.** If so, at what rates? **\$200/hour.**

E. Guarantees:

- a. Describe any guarantees and the nature of the guarantees that you are willing to make with regard to the quality of your work, including any guarantee relating to any early separation of the selected candidate. **If there is a separation within the first 90-days of employment, My Benefit Partners will perform the scope of services again at no additional cost.**
- b. Describe what happens if the Board of Directors is not satisfied with the slate of candidates presented to them or the BCC is not satisfied with the candidate recommended for approval by the Board of Directors? **We will continue our efforts on your behalf until you are satisfied.**

ATTACHMENT C

Relationship Disclosure Form

*This form must be completed by the Respondent. In the event any information provided on this form should change, the Respondent must file an amended form on or before the date the item is considered by CareerSource Pinellas. **Part I***

INFORMATION ON RESPONDENT:

Legal Name of Respondent: Teri L. Morrow

Business Address (Street/P.O. Box, City and Zip Code):

My Benefit Partners LLC, 6930 W. Linebaugh Avenue, Tampa, Florida 33625

Business Phone (813) 354-9899

Facsimile () _____

Part II

IS RESPONDENT A RELATIVE OF ANY CAREERSOURCE PINELLAS EMPLOYEE OR BOARD MEMBER?

 YES X NO

IS ANY CAREERSOURCE EMPLOYEE OR BOARD MEMBER AN EMPLOYEE OF RESPONDENT?

 YES X NO

IS RESPONDENT AN EMPLOYEE OF ANY CAREERSOURCE PINELLAS EMPLOYEE OR BOARD MEMBER?

 YES X NO

IS RESPONDENT A BUSINESS ASSOCIATE OF ANY CAREERSOURCE PINELLAS EMPLOYEE OR BOARD MEMBER?

 YES X NO

ATTACHMENT D
Proposed Timeline

Action	Date
Develop Job Description	06/13/2022
Approval of Job Description and Salary Range by Executive Committee	06/17/2022
Post position and application	06/17/2022
Applications and Resumes	06/20/2022 – 07/11/2022
Screen applicants for minimum qualifications	06/20/2022 – 07/11/2022
Develop behavioral telephone interview questions/scoring matrix	07/05/2022
Approval of behavioral telephone interview questions/scoring matrix by Executive Committee	07/08/2022
Schedule telephone interviews	07/15/2022
Conduct 20-minute telephone interviews and score candidates	07/18/2022 – 07/22/2022
Email applications, resumes, telephone interview notes, and scoring matrix to Executive Committee for selection of candidates for 40-minute face-to-face interviews	07/25/2022
Develop behavioral face-to-face interview questions/scoring matrix	07/15/2022
Approval of behavioral face-to-face interview questions/scoring matrix by Executive Committee	07/20/2022
Schedule 40-minute face-to-face behavioral interviews	07/29/2022
Conduct 40-minute face-to-face behavioral interviews with 1 member of Executive Committee and score candidates	08/01/2022 – 08/05/2022
Send applicants face-to-face interview notes/scoring matrix to Executive Committee for selection of candidates for 30-minute Board presentation/interviews	08/08/2022
Approval of finalist by Executive Committee	08/12/2022
Finalists complete Provelt Assessment and Omnia Profile	08/15/2022 – 08/19/2022
Schedule Board presentation/interviews	08/19/2022
Conduct Board presentation/interviews	08/22/2022 – 08/26/2022
Board votes on candidate	08/26/2022
Conditional Job Offer created and sent to candidate	08/26/2022
Conduct background screen and drug screen	08/29/2022
First Day of work	09/01/2022
Conduct on-boarding meeting	09/01/2022
Rejection letters sent to unsuccessful candidates	09/01/2022

