



April 28, 2023 - 3:45 P.M.

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 Scott Thomas, Chair

II. Public Comment

Members of the public may raise their virtual hand during the Public Comment portion of the meeting. Members of the public who do so will be acknowledged by the Chair and provided up to three minutes to make public comment.

III. Roll Call

IV. Action/Discussion Items

1. Approval of minutes - July 26, 2022 Ad Hoc Search Committee Meeting..... Page 1
2. Approval of CEO Search and Selection..... Page 4

V. Open Discussion

VI. Adjournment

**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 July 26, 2022 meeting of the Ad Hoc Search Committee have been prepared and are enclosed.

RECOMMENDATION

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

**CareerSource Pinellas
Ad Hoc Search Committee Meeting**

Date: Tuesday, July 26, 2022 @ 3:00pm

Location: *Virtual Zoom Meeting

Call to Order

Mark Hunt presided over the meeting, as he was the most senior member of this committee present and called the meeting to order at 3:02pm. There was a quorum with the following members participating.

Members in Attendance

Commissioner René Flowers, Mark Hunt, Kevin Knutson, Lisa Cane

Members Not in Attendance

Barclay Harless

Staff

Steven Meier, Leah Geis, Mary jo Schmick, Jay Burkey, Kristopher Lucas, Juan Toribio

Counsel Present

Stephanie Marchman

Non-voting Board Members Present

Scott Thomas

ACTION ITEM 1 – Approval of the Minutes – April 20, 2022 Ad Hoc Committee

The minutes of the April 20, 2022, Ad Hoc Committee meeting were presented for approval.

RECOMMENDATION

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

Discussion: None

Motion:	Kevin Knutson
Second:	Commissioner René Flowers

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

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

***Full proposals for each company, Next Move Group and My Benefit Partners, were included in the meeting packet.**

RECOMMENDATION

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

Discussion: Committee discussed different options and how said options may be viewed by the public, potential candidates and the State, among others. Mark Hunt stated they essentially came up with three separate options. The first would be to select one of the two search firms for approval. The second would be to delay the search process. Lastly, CareerSource Pinellas could advertise the position on our own, without a search firm.

Motion:	Commissioner René Flowers
Second:	Kevin Knutson

Commissioner René Flowers made a motion for approval to delay the process of retaining a search firm for our CEO search, during which time, Mr. Meier would continue to serve in the same capacity of Interim CEO that he has been serving in. This motion carried unanimously.

Adjournment

Mark Hunt asked for a motion to adjourn the meeting. Commissioner René Flowers made a motion and Kevin Knutson seconded the motion. The meeting was adjourned at 3:33pm.



ACTION ITEM 2

Chief Executive Officer Search and Selection

The Board approved at the March 15, 2023, Board meeting to post the Chief Executive Officer (CEO) position internally to satisfy the recruitment process requirements of the organization's bylaws. The Bylaws state as follows:

1. Section 2 – Authority and Responsibilities of the Board

- Selecting, hiring and terminating, subject to the approval of the Pinellas County Board of County Commissioners, the Chief Executive Official who shall report directly to the CSPIN Board

2. Section 11 - Ad Hoc Chief Executive Official/Executive Director and Legal Counsel Selection Committee Membership, Duties and Responsibilities

- Establishing the recruitment process for the Chief Executive Official/Executive Director.
- Screening and ranking applications for the executive director for submittal to the Board of Directors for final approval and hiring.

The organization received one application from the current interim CEO, Steven Meier. Mr. Meier meets all requirements for the position and possesses the skillset needed to successfully perform the essential functions of the position (see attached resume). In addition, Mr. Meier has satisfactorily performed in the position since February 11, 2022. Furthermore, Mr. Meier received a favorable evaluation at the March 15, 2023, Board meeting for the period February 11, 2022, through December 31, 2022. At that meeting, a salary of \$175,000 was approved for Mr. Meier retroactive to January 1, 2023.

RECOMMENDATION

Approval to hire Mr. Steven Meier as Chief Executive Officer, subject to the approval of the Pinellas County Board of County Commissioners. A formal contract will be negotiated by the Compensation Committee with Mr. Meier consistent with past contracts.

Steven J. Meier, CPA, MBA, CGMA

Clearwater, FL 33760 ♦ steven.meier.cpa@gmail.com

CAREER ADVANCEMENT

WORKNET PINELLAS, INC. dba CareerSource Pinellas. Clearwater, FL **2018-Present**

The CareerSource Pinellas mission is to build the talent pipeline for today and the future by providing easy access to workforce solutions for Pinealls County.

Interim Chief Executive Officer and Chief Financial Officer

- Improved morale and culture of the organization by implementing employee engagement committee, implementing diversity committee, hiring/filling critical positions, improving transparency and communication and realigned teams to support program fundamentals.
- Facilitated 30 board, committee, and board-related meetings to fulfill governance functions. In addition, led organization and stakeholders in meetings with Ernst Young relating to REACH Act realignment study.
- Oversaw the conclusion of the USDOL's Compliance Review. CareerSource Pinellas was responsible for paying back \$1,862,990 without any exposure to the taxpayers of Pinellas County.
- Achieved program expectations by meeting/exceeding 17 of the 18 U.S Department of Labor "Performance Indicators" for the Workforce Investment and Opportunity Act (WIOA) Program Year ending June 30, 2022.
- Received a base-line score of B+ in accordance with the REACH Act Letter Grade requirements.
- 75% of customers enrolled in WIOA Adult, Dislocated Worker, and Youth training programs successfully ended their training activities and over 40% of WIOA customers have exited the program with employment.
- Strengthened partnerships and successfully facilitated the integration of the organization into the fabric of the community by maintaining 42 operational and strategic partnerships, to leverage resources to expand and enhance services through One-Stop Operator.
- Worked with outside marketing firm to create a comprehensive marketing and communications plan to support external communications, optimize social media and create brand and program awareness.

Chief Financial Officer

- Designed and implemented a new finance organization for a \$12 Million organization. Developed standardized processes and knowledge systems to ensure consistency in application.
- Manage grants awarded by Florida Department of Economic Opportunity to ensure that funds are spent in accordance with federally accepted cost principles.
- Continually develop and improve financial reporting to ensure full transparency for all stakeholders.
- Successfully work with U.S. DOL to negotiate organization's annual indirect cost rate.
- Prepare and present organization's annual budget to Board and Directors and Board of County Commissioners.
- Coordinated successful annual audits of organization's financial statements and 401K plan.

PARADY FINANCIAL GROUP, INC, The Villages, FL**2014-2017**

A \$12 Million privately owned financial services firm that has helped thousands of retirees, and people nearing retirement age, achieve peace of mind by designing personalized retirement planning strategies.

Chief Financial Officer

- Responsible for all accounting and financial functions for nine different legal entities affiliated with Parady Financial Group, Inc. Functions included, but not limited to, payroll, accounts payable, cash management, commission monitoring, monthly and annual reporting and variance analysis.
- Liaison with Bank of America, SunTrust and Regions Bank to manage all cash and financing needs of this growing organization. Secured over \$2.5 Million in term loans, \$500,000 Line of Credit and over \$200,000 credit limit for company credit cards (Visa, MasterCard and American Express).
- Facilitated personal mortgage refinance and Home Equity Lines of Credit (HELOC) for two residences, sale of former residence and purchase of fishing cabin for owner of Parady Financial Group, Inc. Total value of personal loans finalized was in excess of \$3 Million.

DAVE THOMAS FOUNDATION FOR ADOPTION, Columbus, OH**2004-2014**

The Dave Thomas Foundation for Adoption is America's only nonprofit public charity dedicated exclusively to finding permanent homes for the more than 100,000 children waiting in foster care to be adopted.

Senior Director, Finance

- Member of leadership team that drove growth of the Foundation through execution of the strategic plan and other initiatives. During my tenure, the Foundation grew from \$7,000,000 in revenues to over \$27,000,000.
- Responsible for all financial aspects and analysis of \$27 Million national 501(c)3 foundation including annual budgeting, forecasting, variance analysis, preparation of annual and month-end reporting, banking relationships, financial presentations to the board of trustees, state charitable solicitation requirements (46), annual audit process and preparation of Form 990.
- Oversaw Foundation's operating investments of approximately \$10.8 Million and 403b retirement plan assets of \$1.4 Million. Managed the Investment Advisory Committee to maximize returns while managing the downside risk associated with market uncertainties. Operating investments increased over 100% during my tenure.
- Contract Administration for more than 200 contracts with both public and private grantees and grantors in all fifty states, the District of Columbia and Canada. Resolved and coordinated all contract issues with grantees/grantors and outside counsel.
- Designed and implemented Foundation's finance/accounting processes utilizing Blackbaud's Financial Edge and affiliated modules.
- Managed Foundation's benefits and risk management program. Working with outside insurance broker, restructured medical insurance program that saved the Foundation more than \$150,000 over five years.

COLUMBUS JEWISH FEDERATION, Columbus, OH**2003-2004**

Not-for-profit organization raising in excess of \$8 Million annually that enriches Jewish identity and enhances the quality of Jewish life locally in Columbus, in Israel, and throughout the world.

Director of Finance & Administration

- Redesigned accounting function, including chart of accounts, and streamlined accounting processes to reduce accounting close and monthly reporting to less than 2 weeks (50% reduction).
- Facilitated and managed a diverse group of individuals from affiliated not-for-profit agencies to examine current health insurance program and investigate ways to reduce costs, offer benefits that were important to the employees, all while maintaining a competitive level of benefits.

KOCH INDUSTRIES INC.**1997 - 2003**

Second largest privately held company in the United States with revenues in excess of \$120 Billion. Koch has extensive holdings in oil and gas, chemicals, minerals, and securities. Other operations include commodity trading and transport, asphalt marketing, and the manufacture of chemical technology equipment for processing industries.

Chief Financial Officer and Treasurer, Koch Waterproofing Solutions, Reynoldsburg, OH (Sold to Tremco, Inc. effective March 31, 2003)

- Designed and implemented a new finance organization for a \$30 Million division. Transitioned all accounting and IT support for the company from Group Headquarters in Wichita, KS. Developed standardized processes and knowledge systems to ensure consistency in application. Hired, managed and developed accounting and IT staff of 4 individuals.
- Streamlined accounting and IT processes by reducing accounting close from two weeks to 4 days and providing financial results and management reports within 4 days.
- Facilitated divestiture of company from Koch Industries and assisted in transition of company to new owner.

Manager, Financial Reporting and Analysis, Koch Chemical Company, Wichita, KS

- Managed and developed accounting staff of 7 individuals, responsible for ensuring sales were recorded (over \$1 Billion annually), receivables paid and monthly reporting completed in a timely and accurate manner.
- Initiated the restructuring and integration of Chemical accounting processes and systems to take advantage of synergies between divisions. As a result of the integration, five positions were eliminated, saving the company over \$325,000 per year.
- Participated on due diligence team for \$2 Billion acquisition and assisted in identifying list of items that would impact valuation of purchase price. Subsequent to acquisition, set up ledgers for new entities and managed the equity accounting for this non-consolidated entity. Within 12 months, managed the conversion of these various legal entities to Oracle Financial Software.
- Provided financial support on a cross-functional team that analyzed viability of an underperforming division comprising a net book value of \$30 million. Analysis performed and Point of View developed, supported decision to exit business.

HOECHST CELANESE CORPORATION**1989 – 1997**

A \$7 Billion Fortune 100 Corporation that manufactures a diversified line of chemicals, fibers, advanced materials and life sciences products. An affiliate of the Hoechst Group, a \$36 Billion global conglomerate.

Senior Financial Analyst, Polyester Intermediates, Wilmington, NC

- Designed and implemented all accounting and financial processes for new product line in Polyester Intermediates portfolio. Improved communications and workflow among 4 locations. Ultimately responsible for all financial aspects and analysis of \$200 Million product line.

Supervising Senior Internal Auditor, U.S. Corporate Headquarters, Bridgewater, NJ

- Managed, conducted and trained auditors on financial and operational audits at both manufacturing and office locations in the United States, Canada and Mexico.
- Uncovered misappropriations of funds in excess of \$500,000 and \$100,000.

SCIENCE MANAGEMENT CORPORATION, Basking Ridge, NJ**1987 - 1989**

\$70 Million publicly traded international professional services firm providing management consulting, computer consulting, recruiting services, and environmental consulting and engineering.

Manager, Corporate Accounting

Supervised and developed Corporate accounting staff, including payroll, general accounting and accounts payable. In addition, reviewed and supervised monthly closing and consolidation. Prepared internal management reports and SEC reports (10K and 10Q). Backed-up cash management desk.

PRICE WATERHOUSE, Morristown, NJ**1983 - 1987****Senior Auditor**

Supervised audit field work for clients in the chemical, pharmaceutical and service industries; performed audits for not-for-profit organizations; trained audit staff. Clients: Allied-Signal, Warner Lambert, National Starch and Chemical, Martindell-Hubbell, Science Management and Upper Raritan Watershed Association.

EDUCATION

- University Of North Carolina Wilmington - Masters in Business Administration (1997)
- Rider College, Lawrenceville, NJ - B.S. in Commerce, Major in Accounting (1983)

PROFESSIONAL CERTIFICATIONS / AFFILIATIONS

- Certified Public Accountant, Florida
- Chartered Global Management Accountant
- Member American Institute of Certified Public Accountants
- Member The Financial Executives Networking Group