

**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.