



**Hillsborough  
County Florida**



**CareerSource  
TAMPA BAY**



**Pinellas  
County**



**CareerSource  
PINELLAS**

## **Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes**

Date/Time: February 19, 2024 at 3:00 PM EST

Location (Hybrid): CareerSource Tampa Bay Conference Room / ZOOM

### **Committee Members Attendance**

#### **Present:**

- CareerSource Pinellas Board of Directors: Scott Thomas, Chair; Barclay Harless, Treasurer.
- CareerSource Tampa Bay Board of Directors: Sean Butler, Chair; Gary Hartfield, Treasurer.

### **Others in attendance**

#### **Present:**

- Hillsborough County Government: Ron Barton, Katherine Benson (remote), Ken Jones (remote), and Jonathan Wolf.
- Pinellas County Government: Kevin Knutson.
- CareerSource Tampa Bay: Rich Beynon (remote), Sheila Doyle, Barry Martin (remote), Anna Munro (remote), Tammy Stahlgren, Doug Tobin (remote), April Torregiante (remote), and Michelle Zieziula (remote).
- CareerSource Pinellas: Jay Burkey (remote), Jason Druding.
- Newland Associates: Vanessa Abreu (Remote), Michelle Epstein (remote), and Robert Newland (Remote).

#### **I. Call to Order, Welcome, Roll Call and Remarks**

Scott Thomas, Chair, called the meeting to order at 3:05 p.m. There was a quorum present.

#### **II. Public Comments**

There were none.

#### **III. Action/Discussion Items**

- A. Approval of Minutes - February 5, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes

#### **Motion:**

To approve the minutes of February 5, 2024, Pinellas Workforce Development Advisory Committee Meeting.

Motion moved by Gary Hartfield and motion seconded by Barclay Harless.  
Motion carried.

#### IV. Information / Discussion Items

##### A. CEO Selection Process

###### 1. Introduction of Search Firm

Anna Munro introduced the Newland Associates team, comprising of Robert Newland, Michelle Epstein, and Vanessa Abreu. Mr. Newland provided insights and answered questions about the executive search process and timeline. The team also shared their experience in non-profit and workforce board searches.

###### Introduction of Search Team Members

Robert Newland introduced Vanessa Abreu who will lead the search efforts and vet candidates for the CEO role, while Michelle Epstein will serve as the client liaison, ensuring smooth communication between Vanessa Abreu's candidates, and the selection committee.

###### Recruitment Process Overview

Robert Newland highlighted the firm's strengths in executive search, emphasizing their local and global reach, use of predictive index assessment, and commitment to diversity. Michelle Epstein then detailed the initial steps of the recruitment process, stressing the importance of the selection committee's alignment and the timeline management. Vanessa Abreu followed with an overview of the sourcing, screening, and interview stages, as well as the client interview and offer/negotiation processes.

###### 2. Process & Timing of CEO Search

###### Discussion on Using Predictive Index for Candidate Selection

The committee engaged in a discussion with Robert Newland about using the predictive index for candidate selection. They expressed concerns about the timeline for completing the profiles and sought ways to expedite the process to move candidates forward for interviews. Robert Newland assured them that they can start with the job description and feedback from the committee while concurrently working on the predictive index survey.

###### Panel of Candidates and Confidentiality

Barclay Harless sought clarification on the presentation of a comprehensive panel of candidates. Vanessa Abreu and Michelle Epstein explained the submission process and confidentiality considerations.

### **Timeline**

Sean Butler outlined the timeline for hiring a new CEO, aiming to have someone hired by mid-June and on board before July 1st. Everyone agreed that getting the best candidate may require the timeline to be adjusted.

### **Recruitment Process and Timeline Discussion**

Robert Newland provided insights into the CEO recruitment process, stressing the significance of engaging with potential candidates over time. He suggested targeting specific organizations and explained that sourcing may take four to six weeks. Newland also proposed the idea of accelerating the process by submitting candidates while continuing the search.

### **Advisory Committee and Selection Process Discussion**

The Advisory committee members discussed the support needed for the selection committee and the timeline for their approval. They also considered the use of the predictive index tool in the selection process.

### **Coordination of Selection Committee Meetings**

Scott Thomas asked if the committee could meet virtually to speed up the process. Katherine Benson clarified that virtual meetings are feasible for informational sessions, but physical presence will be required for voting. The discussion also touched on the decision-making process of the committee and its potential impact on the board of directors.

### **Discussion on Selection Committee Process and Timing**

Robert Newland, Scott Thomas, and other participants discussed the selection committee process and timing, addressing the role of the advisory committee and the interview process. Consensus was reached on the process; candidates will be presented to the Advisory committee, and they will submit their top four (4) – five (5) candidate recommendations to the selection committee. It was clarified that the interview process may not necessarily need to be in person.

- B. LWDB Structure/Appointment Process

## **V. Future Action / Discussion Items (March 5)**

- A. Recommend LWDB Appointments
- B. CEO Selection Process (Short List of Candidates)

VI. **Next Meeting**

**Motion:**

To approve moving the meetings from March 4, 2024, and March 18, 2024, to the new dates of March 5, 2024 and March 19, 2024, at 3:00 p.m.

Motion moved by Barclay Harless and motion seconded by Sean Butler. Motion carried.

VII. **Adjournment**

**Motion:**

To adjourn the meeting.

Motion moved by Sean Butler and motion seconded by Barclay Harless. The meeting adjourned at 4:06 p.m.

Minutes prepared by Tammy Stahlgren, CareerSource Tampa Bay, Executive Administrative Assistant