



**Hillsborough
County Florida**



**CareerSource
TAMPA BAY**



**Pinellas
County**



**CareerSource
PINELLAS**

Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes

Date/Time: March 5, 2024 at 3:00 PM EST

Location: Zoom Only

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, Ken Jones, and Jonathan Wolf.
- Pinellas County Government: Kevin Knutson.
- CareerSource Tampa Bay: Rich Beynon, Sheila Doyle, Barry Martin, Anna Munro, Tammy Stahlgren, Doug Tobin, April Torregiante, and Michelle Zieziula.
- CareerSource Pinellas: Jay Burkey, Leah Geis.
- Newland Associates: Michelle Epstein, and Robert Newland

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

Sean Butler called the meeting to order at 3:00 p.m. This was an informational meeting where a quorum was not needed. No action was taken.

II. Public Comments

There were none.

III. Information / Discussion Items

A. CEO Selection Process

Discussion on Candidate Presentation Process

Michelle Epstein provided an update on the process for interviewing candidates, seeking clarity on whether to present the top candidates to the Advisory or Selection Committee. The committee expressed their opinions on how to best involve the larger Selection Committee and the most streamlined

process of narrowing down the candidate pool, with Robert Newland providing insights on the typical search process.

Discussion on Recruitment Timeline and Candidate Selection

Discussed the importance of not rushing the recruitment process and ensuring the sourcing of a pool of quality candidates. Michelle Epstein provided updates on the progress made in sourcing and the number of candidates in the initial stages of the process. The slate of candidates, along with their informational packets, will be presented to the Advisory Committee for review and identification of top candidates, before forwarding the top candidates to the Selection Committee for interviews.

Discussion on Board Appointment and Candidate Selection Process

The conversation revolved around the process of appointing members to the new Board and selecting a candidate for the CEO position, with a particular emphasis on ensuring the right candidate is chosen. There were discussions about the urgency of making an offer to a compelling candidate to prevent losing them to other opportunities.

Additionally, there were considerations about the timeline for the new Board to convene and approve the new budget before July 1, highlighting the need for careful planning and adaptability in the process.

Discussion on CEO Job Description and Interview Process

There was a detailed discussion about the job description and interview process for the CEO position. The group discussed the job description and it not being too specific. The group explored the use of a combined behavioral-based and standardized interview process.

Discussion on Predictive Index Profile

Robert Newland led a discussion on the predictive index profile, outlining the behavioral drives and the alignment of feedback from the committee. He emphasized the importance of using behavioral assessments in CEO searches and the relevance of cognitive benchmarks.

Discussion on Sending Competency Views via Email

Michelle Epstein proposed that all members send her a list of important competencies via email, and at a subsequent meeting discuss potential interview questions based on those competencies. Robert Newland agreed that this will provide guidance for creating questions. Ron Barton emphasized the need to narrow down the competencies for a more manageable process.

Orientation Package

Ron Barton addressed the request for an orientation package for the members of the Selection Committee to explain the merger of CareerSource Pinellas and CareerSource Tampa Bay and other relevant information.

B. LWDB Structure/Appointment Process

Katherine Benson highlighted the significance of the Interlocal Agreement, which specifies the approval process for the new director by the Local Workforce Development Board and the Consortium, emphasizing the need for everyone to be aware of the process.

IV. Future Action / Discussion Items (March 19)

Ron Barton discussed bringing the slate of recommended Board candidates and minor edits to the Bylaws to the Consortium for their early April meeting.

- A. Recommend LWDB Appointments
- B. CEO Selection Process (Update)

V. Adjournment

Sean Butler, adjourned the meeting at 4:00 p.m.

Meeting minutes prepared by Tammy Stahlgren, CareerSource Tampa Bay, Executive Administrative Assistant