



Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes

Date/Time: January 22, 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, and Jonathan Wolf
- Pinellas County Government: Corey McCaster (remote), Cody Ward (remote)
- CareerSource Tampa Bay: Dr. Byron Clayton (remote), Sheila Doyle, Ben Hom (remote), Barry Martin (remote), Anna Munro, Tammy Stahlgren, Doug Tobin (remote), April Torregiante (remote), and Michelle Zieziula
- CareerSource Pinellas: Jay Burkey, Jason Druding (remote), Leah Geis, and Lysandra Montijo (remote)

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

Scott Thomas, Chair, called the meeting to order at 3:00 p.m. There was a quorum present.

II. Public Comments

There were none.

III. Action/Discussion Items

- A. Approval of Minutes - December 12, 2023, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes

Motion:

To approve the minutes of the December 12, 2023, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting.

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

B. Evaluation and Selection of Executive Search Firm (Presenter: Anna Munro)

In advance of the meeting, each Advisory Committee member was provided access to the seven (7) proposals submitted and were requested to complete a Conflict of Interest and Disclosure Form and scoring matrix. Staff provided Committee members a scoring matrix for their aggregated scores to use as a tool to facilitate discussion and evaluation of the proposals. This aggregated matrix, not intended to be the absolute basis for selection, included categories of weighted scoring, experience and qualifications, approach and strategy, and fees. Staff mentioned the matrix was provided as an aid only and it's the discretion of the members to determine the weighted scoring based on the criteria of most importance to the committee members.

Evaluation of Respondents' Proposals

During discussion, the members evaluated the respondents' proposals, highlighting the need to account for taxpayers' dollars and the potential ancillary costs associated with the proposals. They also deliberated on the timeline for the decision-making process and later three (3) members expressed a preference for Newland Associates as the top choice, with one or two backups, based on their track record and experience.

Evaluation of Search Firms

The committee discussed client lists and qualifications of Newland Associates and Charity Search Group, highlighting the differences in their experience and approach. Newland Associates and StevenDouglas were clear leaders in experience and qualifications, and approach and strategy. Charity Search Group scored best in fees but scored fifth (5th) out of seven (7) in experience and qualifications.

Budget Discussion

Staff, Sheila Doyle, provided details about the budget allocation received from the state to support consolidation and mentioned that these state funds would cover the fees for the selected firm and explained the ability to negotiate fees with the selected firm. Selecting a primary candidate and a backup was discussed.

Discussion on Vendor Selection Criteria and Scoring and Candidate Selection

Committee member Hartfield recommended selection of Charity Search Group based on their high scoring due to their low fees. Concerns were raised about the skewed impact of fees on the overall evaluation criteria, advocating for a more holistic assessment of the total proposal. The discussion moved to the scoring differences, fee structures, and the need to consider "experience and qualifications" and the "approach and strategy" of the vendors rather than solely focusing on numerical scores.

Discussion on Interviewing Top Firms

Committee members identified three firms (Newland Associates, Charity Search Group and StevenDouglas) for further evaluation. There was solid support for a fair decision-making process. While some members expressed concerns about the existing scoring system and the time crunch, others focused on the need for a flexible timeline and a thorough selection process.

Committee member Harless suggested that CSTB and CSPIN HR Directors jointly interview the three (3) top firms and report back with their thoughts and suggestions at the February 5, 2024, Advisory Committee meeting.

Motion:

To task the CSTB and CSPIN HR teams with direct interviews and reviews of the three (3) applicants and come back with context and possible suggestions along with information from the identified firms.

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

C. Approve CEO Selection Committee Composition

The committee recommended members and alternates for the CEO Selection committee, with equal representation from Pinellas County and Hillsborough County.

Motion:

To approve the CEO Selection Committee Seating/Composition as outlined below:

1. Advisory Committee Chair - Scott Thomas (Pinellas)
2. Advisory Committee Member - Barclay Harless (Pinellas)
3. Advisory Committee Member - Sean Butler (Hillsborough)
4. Advisory Committee Member - Gary Hartfield (Hillsborough)
5. Consortium Member - Commissioner Renee Flowers (Pinellas)
6. Consortium Member - Commissioner Gwen Myers (Hillsborough)
7. County Administrator/Designee - Kevin Knutson (Pinellas)
8. County Administrator/Designee - Ron Barton (Hillsborough)
9. Recommended Member - Michael Jalazo (Pinellas)
10. Recommended Member - Dr. Rebecca Sarlo (Pinellas)
11. Recommended Member - David Fetkenher (Pinellas)
12. Recommended Member - Ben Hom (Hillsborough)
13. Recommended Member - Kimberly Guy (Hillsborough)

14. Recommended Member - Representative from MacDill AFB
(Hillsborough)

Recommended Alternates

1. Alternate - Belinthia Berry (Pinellas)
2. Alternate - Mark Hunt (Pinellas)
3. Alternate - Elizabeth Siplin (Pinellas)
4. Alternate - Bob Morrison (Hillsborough)
5. Alternate - Craig Richard (Hillsborough)
6. Alternate - Mike Griffin (Hillsborough)

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

IV. Future Action / Discussion Items

- A. Review Bylaws for New Regional LWDB
- B. LWDB Structure/Appointment Process
- C. Interview Schedules for CEO Selection Committee

V. Adjournment

A motion to adjourn the meeting by Barclay Harless and seconded by Gary Hartfield.
The meeting was adjourned at 4:32 p.m.

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