



## Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes

Date/Time: February 5, 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: Kevin Kuntson, Corey McCaster (remote), Cody Ward (remote)
- CareerSource Tampa Bay: Dr. Byron Clayton (remote), Sheila Doyle, John Flanagan (remote), Barry Martin, Anna Munro, Tammy Stahlgren, Doug Tobin (remote), April Torregiante (remote), and Michelle Zieziula (remote)
- CareerSource Pinellas: Jay Burkey (remote), Jason Druding, Leah Geis, Michelle Moeller and Lysandra Montijo.
- Grey Robinson: Scott Cole (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 - January 22, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes

**Motion:**

To approve the Minutes - January 22, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes.

Motion moved by Gary Hartfield and motion seconded by Sean Butler. The motion carried.

B. Recommend Bylaws for New Regional LWDB

**Motion:**

To approve the Bylaws as listed for Consortium final approval.

Motion moved by Sean Butler and motion seconded by Gary Hartfield. The motion carried.

C. Evaluation and Selection of Executive Search Firm

Barry Martin, CSTB VP, Director of Human Resources & Professional Development along with Jay Burkey, CSPIN Director of Human Resources, provided an overview of the three search firms they interviewed in order to provide greater detail of company background, processes and experience related to the CEO search: Steven Douglas, Newland Associates, and Charity Search Group. They emphasized that all firms are capable and have different approaches, with Stephen Douglas being a large firm with a hands-on approach, Newland Associates having extensive experience with Workforce Boards, and Charity Search Group focusing on the nonprofit sector.

**Motion:**

To approve Newland Associates as the primary Executive Search Firm, Steven Douglas as secondary, and Charity Search Firm third.

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

The following discussion ensued

Discussion on the selection of a search firm and the negotiation of the contract, emphasizing the importance of adhering to the RFQ and ensuring that all fees are consistent with the RFQ. There is a clarification of the steps involved in the contract negotiation and approval process, including the potential need for a motion to negotiate the contract and the signatory for the contract.

**Motion:**

To approve Newland Associates as the Executive Search Firm, and pending negotiations, to authorize Sean Butler, Chair of Careersource Tampa Bay to sign the contract.

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

IV. Information / Discussion Items

A. Interview Schedules for CEO Selection Committee

Discussion was opened by Sean Butler who would like to add Don Noble to the CEO Selection Committee instead of a representative of MacDill AFB, noting that Don Noble is a veteran. There were no objections to this recommendation.

V. Future Action / Discussion Items (Feb 19)

A. LWDB Structure / Appointment Process

B. CEO Selection Process

VI. Adjournment

Scott Thomas, Chair, adjourned the meeting at 3:26 p.m.

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