



**Hillsborough  
County Florida**



**CareerSource  
TAMPA BAY**



**Pinellas  
County**



**CareerSource  
PINELLAS**

## **Hillsborough/Pinellas Workforce Development Consortium Advisory Committee**

**April 1, 2024, 3:00 PM - 4:30 PM**

**ZOOM ONLY**

\*Join via Zoom - Meeting ID: 864 7159 5963

Passcode: 464352

Phone: 305-224-1968

### **AGENDA**

**[ZOOM LINK](#)**

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

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

#### **III. Action Items**

##### **A. Approval of Minutes - March 19, 2024, Hillsborough / Pinellas Workforce**

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#### **IV. Information / Discussion Items**

**A. CEO Selection Process (Candidate Panel Update).....5**

#### **V. Future Action / Discussion Items (April 15, 2024)**

##### **A. CEO Selection Process (Short List of Candidates)**

#### **VI. Adjournment**

##### **A. Next Meeting: April 15, 2024**



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

Date/Time: March 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, and Jonathan Wolf.
- Pinellas County Government: Kevin Knutson.
- CareerSource Tampa Bay: Rich Beynon (remote), Sheila Doyle, Barry Martin (remote), Anna Munro, Tammy Stahlgren, Doug Tobin (remote), April Torregiante.
- CareerSource Pinellas: Jay Burkey (remote), Leah Geis (remote), Steve Meier (remote), Michelle Moeller (remote).
- Newland Associates: Vanessa Abreu.

#### **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 - February 19, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes.

#### **Motion:**

To approve the minutes of February 19, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting.

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

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

**Motion:**

To approve the minutes of March 5, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting.

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

- C. Recommend LWDB Appointments

The bi-county working group staff from Hillsborough and Pinellas counties and CSTB and CSP recommends adoption of the final slate of Board candidates identified in the March 19, 2024, Workforce Development Consortium Advisory Committee agenda packet.

**Motion:**

To approve the recommended appointments.

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

The final recommended slate of Board candidates is to be brought to the Consortium for review and final approval at their April 2nd meeting.

IV. Information / Discussion Items

- A. Updated Bylaws (CSF Policy Updates)

No discussion occurred.

- B. CEO Selection Process (Competencies)

Katherine Benson discussed the provisions of sunshine and public records. Outside of the Advisory Committee meeting, Advisory Committee members can independently discuss their questions or comments with Newland if Newland does not act as a conduit of another Advisory Committee member(s) discussion or comments. Vanessa Abreu indicated due to confidentiality; questions related to the competencies cannot be addressed at the meeting but can be discussed one-on-one with individual Advisory Committee members.

V. Future Action / Discussion Items (April 1, 2024)

A. CEO Selection Process (Candidate Panel Update)

VI. Adjournment

**Motion:**

To adjourn the meeting.

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

## **Information Item IV(A) CEO Selection Process**

### **Background:**

Newland Associates has been appointed to lead the CEO search for the soon-to-be-merged Hillsborough/Pinellas CareerSource entities.

### **CEO Search Update:**

At the April 1, 2024, Advisory Committee meeting, Newland Associates will discuss the following:

- Overview of CEO outreach to date
- CEO candidates currently in process
- Discuss process once candidates have been submitted
- Competency/Behavioral questions review



## NOTES:

Meridian One  
4350 West Cypress Street Suite 875 | Tampa, FL 33875  
[CareerSourceTampaBay.com](http://CareerSourceTampaBay.com)

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