



## Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes

Date/Time: April 15, 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: Katherine Benson (remote), Ken Jones (remote)
- CareerSource Tampa Bay: Tammy Stahlgren.
- Newland Associates: Vanessa Abreu (remote), Michelle Epstein (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 Items

- A. Approval of Minutes - March 19, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting

##### Motion:

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

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

- B. Approval of Minutes - April 1, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting

**Motion:**

To approve the minutes of April 1, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting.

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

**IV. Information / Discussion Items**

A. CEO Selection Process (Candidate Review)

- i. Determine Shortlist of Candidates to Interview with Selection Committee

Michelle Epstein, Newland Associates, reported that after review of all applications, candidates numbered one (1), three (3), and six (6), were the top three candidates, each receiving a vote from each of the four Advisory Committee members. And that candidates numbered (4), and five (5) were tied in the second grouping of top candidates.

**Motion:**

To move forward with interviewing the top five (5) candidates: numbered one (1), three (3), six (6), four (4), and five (5).

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

- ii. Finalize Interview Questions

Michelle Epstein, Newland Associates, reported that six questions have been finalized to be asked of each candidate during the first round of interviews, and eight different questions will be asked during the second round of interviews.

The committee discussed that in order for us to be able to move forward with scheduling the interviews with the Selection Committee, we need to reduce the amount of selection committee members. Currently, the Selection Committee is made up of 14 people, this is too large a group to coordinate schedules for everyone together.

The committee agreed with narrowing the Selection Committee down to six (6) people. The committee discussed the four Advisory Committee members, plus County representatives Ron Barton and Kevin Knutson constitute the new smaller Selection committee.

Katherine Benson, Hillsborough County Attorney Office, mentioned that pursuant to the Interlocal Agreement, the new regional board has to approve the CEO before the CEO candidate goes to the Consortium for final approval.

**Motion:**

A motion to approve the interview questions as presented.

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

**Motion:**

To move forward with the top five (5) candidates for CEO first round interviews that Michelle Epstein has identified, and scale back the Selection Committee to the four Advisory Committee members, plus the County administrator designees.

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

iii. Finalize Interview Process (Dates/Times/Virtual/In-Person)

1. Newland Associates will contact the top five (5) candidates for their availability to interview.
2. Selection Committee will interview all five (5) candidates, asking the six (6) identified questions. All first-round interviews will be held virtually.
3. Selection Committee will give second interviews to up to 3 top candidates, asking the 8 identified questions. All second-round interviews will be held in person.
4. After the second round of interviews, the Selection Committee will make a recommendation of the top and second place candidates.
5. The goal is to present a single candidate selection to the new regional board.
6. The new regional board will meet the top candidate in person and nominate that candidate for the position of CEO and vote to move the candidate forward to the Consortium for approval.

Katherine Benson mentioned that the interviews themselves can be virtual as long as they are open to the public pursuant to Sunshine Laws. When you are ranking candidates, or making a decision on the candidates, this must be done in the Sunshine with an in-person quorum. The initial rankings done by the individual members and sent to Newland are public records.

**Motion:**

To allow for a member of the Selection Committee to participate virtually, and to vote virtually, as long as there's a quorum of four or more members personally in attendance to conduct business.

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

**Motion:**

To schedule the next Selection Committee meeting on Monday, April 22, 2024 at 2:00 p.m.

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

iv. Updates to CEO Selection Timeline & Milestones

B. Schedule May Advisory Committee Meeting Date(s)

Members tabled scheduling of May advisory committee meetings.

**V. Future Action / Discussion Items**

A. CEO Selection Process (Candidate Interviews)

**VI. Adjournment**

The meeting adjourned at 3:36 p.m.

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