



Hillsborough/Pinellas Workforce Development Consortium Advisory Committee

Apr 15, 2024 3:00 PM - 4:30 PM EDT

Hybrid - CSTB Office
Meridian One
4350 W Cypress Street, Suite 875
Tampa, FL 33607

*Join via Zoom - Meeting ID: 897-3607 7507

Passcode: 629608
Phone: 305-224-1968

AGENDA

[ZOOM LINK](#)

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

II. Public Comments

III. Action/Discussion Items

- A. Approval of Minutes - March 19, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting.....2**
- B. Approval of Minutes - April 1, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting.....6**

IV. Information / Discussion Items

- A. CEO Selection Process (Candidate Review)**
 - 1. Determine Shortlist of Candidates to Interview with Selection Committee
 - 2. Finalize Interview Questions
 - 3. Finalize Interview Process (Dates/Times/Virtual/ In-Person)
 - 4. Updates to CEO Selection Timeline & Milestones
- B. Schedule May AC Meeting Date(s)**

V. Future Action / Discussion Items

- A. CEO Selection Process (Candidate Interviews)**

VI. Adjournment

Action Item III(A)

Approval of Minutes

Background:

Minutes shall be reviewed and approved at the next Hillsborough / Pinellas Advisory Committee meeting as appropriate.

The official minutes of the meeting of the Advisory Committee are public record and shall be open to inspection by the public.

The draft minutes from the March 19, 2024, Hillsborough / Pinellas Advisory Committee meeting have been prepared and are enclosed.

Recommendation:

Approval of the draft minutes, to include any amendments necessary.



Hillsborough
County Florida



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.

The meeting adjourned at 3:29 p.m.

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

Action Item III(B) Approval of Minutes

Background:

Minutes shall be reviewed and approved at the next Hillsborough / Pinellas Advisory Committee meeting as appropriate.

The official minutes of the meeting of the Advisory Committee are public record and shall be open to inspection by the public.

The draft minutes from the April 1, 2024, Hillsborough / Pinellas Advisory Committee meeting have been prepared and are enclosed.

Recommendation:

Approval of the draft minutes, to include any amendments necessary.



Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes

Date/Time: April 1, 2024 at 3:00 PM EST

Location: 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), Mary Helen Farris, Ken Jones (remote), 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, April Torregiante.
- CareerSource Pinellas: Jay Burkey (remote), Leah Geis (remote), Steve Meier (remote), Michelle Moeller (remote).
- Newland Associates: Vanessa Abreu (remote), Michelle Epstein (remote).

Present:

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

Scott Thomas, Chair 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. Action/Discussion Items

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

The approval of the previous meeting's minutes is postponed to the next in-person meeting due to the limitations of virtual meetings.

- IV. Information / Discussion Items

- A. CEO Selection Process (Candidate Panel Update)

Overview of Candidate Outreach

Vanessa Abreu gave an overview of the candidate outreach, mentioning that out of over 100 candidates interested, 40 were shortlisted based on qualifications, and seven (7) are currently in the screening and interview process. There are also initial connections scheduled with six (6) additional potential candidates.

Newland agreed to submit candidates' profiles and resumes on Wednesday, April 10th and will discuss with the Advisory committee at their April 15th meeting. The team discussed the lack of traction from postings on the National Association of Workforce Boards and LinkedIn and outlined the timeline for posting closing dates. The conversation also touched on the impact of housing costs on candidate interest and concluded with plans to review candidate lists at the upcoming meeting.

Candidate Selection Process and Advisory Committee Involvement

Michelle Epstein outlined the plan to send seven (7) top candidates to the Advisory Committee for review. The Advisory Committee will then review the profiles and narrow down the field, leading to the scheduling of interviews with the Selection Committee.

Discussion on Candidate Qualifications and Selection Process

Sean Butler expressed concerns about the communication process with Advisory Committee members and emphasized the importance of ensuring that the presented candidates meet the minimum qualifications. Michelle Epstein clarified the communication process and sought feedback on competency behavioral questions. The process aims to ensure thorough vetting and selection of the best candidates for the Board, with an emphasis on diversity of the candidate pool.

Discussion occurred regarding the need for a grid to vet candidates and ensure they meet qualifications. Sean Butler raised concerns about candidates slipping through without meeting minimum qualifications, prompting a discussion on creating a point system. It was suggested to use an Excel worksheet to assess key competencies, and they agreed to continue the discussion at the next meeting.

- V. Future Action / Discussion Items (April 15, 2024)
 - A. CEO Selection Process (Short List of Candidates)

VI. Adjournment

The meeting adjourned at 3:28 p.m.
Minutes submitted by Tammy Stahlgren, CareerSource Tampa Bay, Executive
Administrative Assistant.

DRAFT

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