



Hillsborough  
County Florida



## Hillsborough / Pinellas Workforce Development Advisory Committee

Apr 22, 2024 2:00 PM - 3:30 PM EDT

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

\*Join via Zoom - Meeting ID: 854 3929 9447

Passcode: 714909

Phone: 305-224-1968

[ZOOM LINK](#)

### AGENDA

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

II. Public Comments

III. Action/Discussion Items

A. Approval of Minutes - April 1, 2024, Hillsborough / Pinellas Workforce

Development Advisory Committee Meeting.....2

B. Approval of Minutes - April 15, 2024, Hillsborough / Pinellas Workforce

Development Advisory Committee Meeting.....6

C. Approval of CEO Selection Process Next Steps

1. Discuss Candidate Interviews

2. Approval of Candidate Ranking

3. Approval of Top Candidates for Onsite Interviews

IV. Information/Discussion Items

A. Next Steps

B. Schedule Next Meeting Date(s)

V. Future Action / Discussion Items

A. Discussion of Candidates of Onsite 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 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), Ken Jones (remote), and Jonathan Wolf.
- Pinellas County Government: Kevin Knutson.
- CareerSource Tampa Bay: Sheila Doyle, Barry Martin (remote), Anna Munro, Tammy Stahlgren, Doug Tobin, April Torregiante.
- CareerSource Pinellas: Jay Burkey (remote), Leah Geis (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 present and no official action or vote 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 applications received, 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 to all Advisory Committee members on Wednesday, April 10th and will discuss these with the Advisory committee at their April 15<sup>th</sup> 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 profiles and resumes of the seven (7) top candidates to the Advisory Committee members 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 process 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

## **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 15, 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 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.



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