



Hillsborough/Pinellas Workforce Development Consortium Advisory Committee

March 19, 2024 3:00 PM - 4:30 PM

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

ZOOM INFORMATION

*Join Via Zoom – Meeting ID: 831 1014 8922

Passcode: 948847

Phone: 1-305-224-1968

[Zoom Link](#)

Table of Contents

- I. Call to Order, Welcome, Roll Call and Remarks
- II. Public Comments
- III. Action/Discussion Items
 - A. Approval of Minutes - February 19, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes.....2
 - B. Approval of Minutes - March 5, 2024, Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes.....6
 - C. Recommend LWDB Appointments.....9
- IV. Information / Discussion Items
 - A. Updated Bylaws (CSF Policy Updates).....12
 - B. CEO Selection Process (Competencies)13
- V. Future Action / Discussion Items (April 1, 2024)
 - A. CEO Selection Process (Candidate Panel Update)
- VI. Adjournment



Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes

Date/Time: February 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 (remote), and Jonathan Wolf.
- Pinellas County Government: Kevin Kuntson.
- CareerSource Tampa Bay: Rich Beynon (remote), Sheila Doyle, Barry Martin (remote), Anna Munro (remote), Tammy Stahlgren, Doug Tobin (remote), April Torregiante (remote), and Michelle Zieziula (remote).
- CareerSource Pinellas: Jay Burkey (remote), Jason Druding.
- Newland Associates: Vanessa Abreu (Remote), Michelle Epstein (remote), and Robert Newland (Remote).

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

Scott Thomas, Chair, called the meeting to order at 3:05 p.m. There was a quorum present.

II. Public Comments

There were none.

III. Action/Discussion Items

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

Motion:

To approve the minutes of February 5, 2024, Pinellas Workforce Development Advisory Committee Meeting.

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

IV. Information / Discussion Items

A. CEO Selection Process

1. Introduction of Search Firm

Anna Munro introduced the Newland Associates team, comprising of Robert Newland, Michelle Epstein, and Vanessa Abreu. Mr. Newland provided insights and answered questions about the executive search process and timeline. The team also shared their experience in non-profit and workforce board searches.

Introduction of Search Team Members

Robert Newland introduced Vanessa Abreu who will lead the search efforts and vet candidates for the CEO role, while Michelle Epstein will serve as the client liaison, ensuring smooth communication between Vanessa Abreu's candidates, and the selection committee.

Recruitment Process Overview

Robert Newland highlighted the firm's strengths in executive search, emphasizing their local and global reach, use of predictive index assessment, and commitment to diversity. Michelle Epstein then detailed the initial steps of the recruitment process, stressing the importance of the selection committee's alignment and the timeline management. Vanessa Abreu followed with an overview of the sourcing, screening, and interview stages, as well as the client interview and offer/negotiation processes.

2. Process & Timing of CEO Search

Discussion on Using Predictive Index for Candidate Selection

The committee engaged in a discussion with Robert Newland about using the predictive index for candidate selection. They expressed concerns about the timeline for completing the profiles and sought ways to expedite the process to move candidates forward for interviews. Robert Newland assured them that they can start with the job description and feedback from the committee while concurrently working on the predictive index survey.

Panel of Candidates and Confidentiality

Barclay Harless sought clarification on the presentation of a comprehensive panel of candidates. Vanessa Abreu and Michelle Epstein explained the submission process and confidentiality considerations.

Timeline

Sean Butler outlined the timeline for hiring a new CEO, aiming to have someone hired by mid-June and on board before July 1st. Everyone agreed that getting the best candidate may require the timeline to be adjusted.

Recruitment Process and Timeline Discussion

Robert Newland provided insights into the CEO recruitment process, stressing the significance of engaging with potential candidates over time. He suggested targeting specific organizations and explained that sourcing may take four to six weeks. Newland also proposed the idea of accelerating the process by submitting candidates while continuing the search.

Advisory Committee and Selection Process Discussion

The Advisory committee members discussed the support needed for the selection committee and the timeline for their approval. They also considered the use of the predictive index tool in the selection process.

Coordination of Selection Committee Meetings

Scott Thomas asked if the committee could meet virtually to speed up the process. Katherine Benson clarified that virtual meetings are feasible for informational sessions, but physical presence will be required for voting. The discussion also touched on the decision-making process of the committee and its potential impact on the board of directors.

Discussion on Selection Committee Process and Timing

Robert Newland, Scott Thomas, and other participants discussed the selection committee process and timing, addressing the role of the advisory committee and the interview process. Consensus was reached on the process; candidates will be presented to the Advisory committee, and they will submit their top four (4) – five (5) candidate recommendations to the selection committee. It was clarified that the interview process may not necessarily need to be in person.

- B. LWDB Structure/Appointment Process
- V. Future Action / Discussion Items (March 5)
 - A. Recommend LWDB Appointments
 - B. CEO Selection Process (Short List of Candidates)

VI. Next Meeting

Motion:

To approve moving the meetings from March 4, 2024, and March 18, 2024, to the new dates of March 5, 2024 and March 19, 2024, at 3:00 p.m.

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

VII. Adjournment

Motion:

To adjourn the meeting.

Motion moved by Sean Butler and motion seconded by Barclay Harless. The meeting adjourned at 4:06 p.m.

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

DRAFT



Hillsborough / Pinellas Workforce Development Advisory Committee Meeting Minutes

Date/Time: March 5, 2024 at 3:00 PM EST

Location: Zoom Only

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, Ken Jones, and Jonathan Wolf.
- Pinellas County Government: Kevin Knutson.
- CareerSource Tampa Bay: Rich Beynon, Sheila Doyle, Barry Martin, Anna Munro, Tammy Stahlgren, Doug Tobin, April Torregiante, and Michelle Zieziula.
- CareerSource Pinellas: Jay Burkey, Leah Greis.
- Newland Associates: Michelle Epstein, and Robert Newland

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

Sean Butler 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. Information / Discussion Items

A. CEO Selection Process

Discussion on Candidate Presentation Process

Michelle Epstein provided an update on the process for interviewing candidates, seeking clarity on whether to present the top candidates to the Advisory or Selection Committee. The committee expressed their opinions on how to best involve the larger Selection Committee and the most streamlined

process of narrowing down the candidate pool, with Robert Newland providing insights on the typical search process.

Discussion on Recruitment Timeline and Candidate Selection

Discussed the importance of not rushing the recruitment process and ensuring the sourcing of a pool of quality candidates. Michelle Epstein provided updates on the progress made in sourcing and the number of candidates in the initial stages of the process. The slate of candidates, along with their informational packets, will be presented to the Advisory Committee for review and identification of top candidates, before forwarding the top candidates to the Selection Committee for interviews.

Discussion on Board Appointment and Candidate Selection Process

The conversation revolved around the process of appointing members to the new Board and selecting a candidate for the CEO position, with a particular emphasis on ensuring the right candidate is chosen. There were discussions about the urgency of making an offer to a compelling candidate to prevent losing them to other opportunities.

Additionally, there were considerations about the timeline for the new Board to convene and approve the new budget before July 1, highlighting the need for careful planning and adaptability in the process.

Discussion on CEO Job Description and Interview Process

There was a detailed discussion about the job description and interview process for the CEO position. The group discussed the job description and it not being too specific. The group explored the use of a combined behavioral-based and standardized interview process.

Discussion on Predictive Index Profile

Robert Newland led a discussion on the predictive index profile, outlining the behavioral drives and the alignment of feedback from the committee. He emphasized the importance of using behavioral assessments in CEO searches and the relevance of cognitive benchmarks.

Discussion on Sending Competency Views via Email

Michelle Epstein proposed that all members send her a list of important competencies via email, and at a subsequent meeting discuss potential interview questions based on those competencies. Robert Newland agreed that this will provide guidance for creating questions. Ron Barton emphasized the need to narrow down the competencies for a more manageable process.

Orientation Package

Ron Barton addressed the request for an orientation package for the members of the Selection Committee to explain the merger of CareerSource Pinellas and CareerSource Tampa Bay and other relevant information.

B. LWDB Structure/Appointment Process

Katherine Benson highlighted the significance of the Interlocal Agreement, which specifies the approval process for the new director by the Local Workforce Development Board and the Consortium, emphasizing the need for everyone to be aware of the process.

IV. Future Action / Discussion Items (March 19)

Ron Barton discussed bringing the slate of recommended Board candidates and minor edits to the Bylaws to the Consortium for their early April meeting.

- A. Recommend LWDB Appointments
- B. CEO Selection Process (Update)

V. Adjournment

Sean Butler, adjourned the meeting at 4:00 p.m.
Meeting minutes prepared by Tammy Stahlgren, CareerSource Tampa Bay, Executive Administrative Assistant.

Action Item III(C) Recommend LWDB Appointments

Background:

As approved by the Consortium at their December 5, 2023 meeting, the Advisory Committee was created and tasked with being a resource to the Consortium by providing guidance and recommendations along several key areas. One area specifically being the recommendation for appointments to the new regional Local Workforce Development Board (LWDB).

The initial Board composition and structure was prepared in partnership and coordination with the bi-county working group (Hillsborough County staff, Pinellas County staff, CareerSource Pinellas staff, and CareerSource Tampa Bay staff), and was created by utilizing existing officers and members from both the Hillsborough LWDB and Pinellas LWDB, as defined in the Interlocal Agreement. The proposed size of the Board was shaped by examining other existing multi-county regional LWDB compositions throughout the state of Florida, as well as consideration to accurate representation of both the industry and community demographics of both Hillsborough and Pinellas County.

The respective Board candidates have confirmed their willingness and desire to serve on the new LWDB.

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

Recommendation:

Recommend the LWDB appointments for final approval by the Consortium.

Consolidated Regional LWDB Initial Seating/Composition (DRAFT)

	#	Hillsborough County (Candidates)	Pinellas County (Candidates)	
Business (Majority)	1	Ben Hom (Hospitality) (2)		<i>Required</i> : Business owners, executives or employees with "optimum policymaking or hiring authority"; Must be nominated by business organizations or business trade associations.
	2	Gary Hartfield (Insurance) (2)		
	3	Sean Butler (IT/Software) (1)		
	4	Roy Sweatman (Manufacturing) (2)		
	5	Sophia West (Accounting) (2)		
	6	Thayne Swenson (Construction) (1)		
	7	April Neumann (Edu/Healthcare) (2)		
	8	Mercedes Young (Consulting) (1)		
	9	Mitchell Allen Rivera (Economic Development) (1)		
	10		Elizabeth Siplin (Small Business) (2)	
	11		Esther Matthews (Small Business) (2)	
	12		Barclay Harless (Banking) (1)	
	13		Nikisha Lezama (CoreRx - Mfg) (1)	
	14		Scott Thomas (ProMedica, HR Healthcare) (1)	
	15		David Fetkenher (CFO Crown Automotive) (2)	
	16		Benjamin Freidman (Duke Energy) (1)	
	17		Jeremy Robinson (Hospitality/BOD FL Rest and Lodging Assoc.) (1)	
	18		Russell Williams (Power Design) (1)	
Workforce (Minimum 20%):	19	Jim Junecko (Union - Operating Engineers) (1)		<i>Required</i> : Representatives of labor organizations (must be nominated by their local organization); Representative from a joint labor-management apprenticeship program. Optional: Representatives of veterans, ex-offenders, disabled, youth, community based non-profits.
	20	Robert Blount (Comm. Based - Abe Brown Ministries-Ex-Offender/Returning Citizens) (2)		
	21	Liz Gutierrez (Comm. Based - Enterprising Latinas) (1)		
	22	Joseph Eletto (Vets) (1)		
	23		Kenneth Williams (UPS, Teamsters) (2)	
	24		Shawn McDonnell (IBEW) (2)	
	25		Michael Jalazo (PERC) (1)	
Education:	26	Scott Brooks (HCPS) (1)		<i>Required</i> : WIOA Title II providers (school districts); higher education providing workforce investment training (community colleges).
	27	Dr. Brian Mann (HCC) (2)		
	28		Dr. Rebecca Sarlo (Private Edu) (2)	<i>Required</i> : If a public education or training provider is represented, a representative of a private education provider must also be appointed.
	29		Belinthia Berry (SPC) (1)	
	30		William "Mark" Hunt (Pinellas County Schools) (2)	<i>Required</i> : Training provider administering adult education and literacy activities under WIOA title II

Vocational Rehabilitation:	31		John Howell (Voc Rehab) (1)	Required: Representatives of economic/community development entities serving the area.
Govt, Economic/Community Development:	32		Chris Latvala (Consortium Rep) (2)	
	33		Dr. Cynthia Johnson (Pinellas County ED) (2)	
	34	Joshua Wostal (Consortium Rep) (1)		
	35	Ocea Wynn (City of Tampa) (2)		

Total Members: 35 Composition: Hillsborough = 17 members; Pinellas = 17 members; Shared = 1 member
Business (Majority): 51.43% Terms: 2-year terms = 17; 1-year terms = 18
Workforce (Min: 20%): 20.00%

Information/Discussion Item IV(A) Updated Bylaws for New Regional LWDB

Background:

At the February 5th Advisory Committee meeting, the Advisory Committee unanimously recommended the drafted Bylaws for final approval by the Consortium, targeted for their April 2nd meeting.

Update:

The drafted Bylaws have been updated to reflect policy updates and guidance from CareerSource Florida, who has recently updated two of their administrative policies (Policy 110 – Local Workforce Development Area and Board Governance & Policy 091 – Local Workforce Development Board Composition and Certification).

Additionally, clarifying language has also been added regarding the appointment of local government representatives on the Local Workforce Development Board.

As with the initial drafting of the Bylaws, the updated draft has also been prepared in partnership and coordination with the bi-county working group (Hillsborough County staff, Pinellas County staff, CareerSource Pinellas staff, and CareerSource Tampa Bay staff).

The changes noted above are not deemed to be material deviations from the Bylaws approved by the Advisory Committee on February 5th and therefore the Consortium staff from both Counties are comfortable with this update.

Information Item IV (B) CEO Selection Process

Background:

At the March 5, 2024 Advisory Committee meeting, it was discussed for members of the Advisory Committee to provide to Newland Associates their top desired behaviors and/or competencies important in the CEO during the merger/transition and after. In turn, Newland Associates would build sample CEO interview questions based on the identified behaviors and/or competencies for future discussion.

Update:

Following the March 5, 2024 Advisory Committee meeting, each member of the Advisory Committee separately provided feedback to Newland Associates. Using this data, Newland Associates created a report which combines the Advisory Committee's feedback on top competencies/behaviors and includes corresponding sample interview questions. This report was emailed to the Advisory Committee and Assistant County Administrators for Hillsborough and Pinellas County on March 13, 2024.

At the March 19, 2024 Advisory Committee meeting, Newland Associates (Vanessa Abreu) will discuss and answer questions related to the combined competencies/behaviors and corresponding sample questions.

Meridian One
4350 West Cypress Street Suite 875 | Tampa, FL 33875
CareerSourceTampaBay.com

Copyright © CareerSource Tampa Bay. All Rights Reserved.

CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

A proud partner of the American  network