



# CareerSource Hillsborough Pinellas CEO Selection Committee Minutes

CareerSource Hillsborough Pinellas

Wednesday, June 26, 2024 at 10:00 AM EDT

@ Hybrid / 4350 W. Cypress Street, Suite 875, Tampa FL 33607

## **Member Attendance**

### **Present:**

Members: Sean Butler, Gary Hartfield, Michael Jalazo, Esther Matthews (remote), Dr. Rebecca Sarlo (remote), John Howell, Mercedes Young (remote)

### **Absent:**

Members: Ken Williams, April Neumann

### **Others Present:**

CareerSource Tampa Bay Staff: Barry Martin (remote), Anna Munro, Doug Tobin (remote), Michelle Zieziula, Sheila Doyle, Tammy Stahlgren

CareerSource Pinellas Staff: Jason Druding (remote), Leah Geis (remote), Steve Meier, Michelle Moeller (remote)

Hillsborough County Government: Ken Jones (remote), Jonathan Wolf (remote)

Legal Counsel: Heather Ramos (remote)

Newland Associates: Vanessa Abrue (remote), Michelle Epstein (remote), Robert Newland (remote)

Pinellas County Government: Dr. Cynthia Johnson

#### I. Call to Order, Roll Call, and Welcome (Presenters: Gary Hartfield)

Gary Hartfield, Chair called the meeting to order at 10:08 a.m. There was a quorum present.

Sean Butler (Board Chair) informed the Committee on Board member changes. Scott Thomas resigned from the Committee and Esther Matthews was appointed by the Board as replacement. Ben Hom, Committee Chair, had resigned from the Board and Gary Hartfield was appointed by the Board Chair as Committee Chair. Sean Butler affirmed his decision to remain on the committee as a member.

#### II. Public Comments (Presenters: Gary Hartfield)

There were none.

#### III. Action Item

##### A. Approval of Minutes - June 11, 2024, CEO Selection Committee Meeting

### **Motion:**

To approve the minutes of June 11, 2024, CEO Selection Committee Meeting.

Motion moved by Michael Jalazo and motion seconded by John Howell. Motion carried.

#### IV. Discussion Items

##### A. Discussion on Newland Associates Inc. (Presenters: Gary Hartfield)

Committee discussed Newland proposal and other matters related to the CEO Selection Process/Committee.

##### **Newland's Proposal**

Committee clarified the purpose of the proposal is to allow Newland an opportunity to provide a written plan on how they would rectify concerns for the Committee to decide whether to move forward with Newland.

- The committee member who recommended cancellation of Newland's contract, at the last meeting (6/11/2024), provided feedback that the proposal was a good start and did not express dissatisfaction with the proposal.
- Newland explained the challenges faced, including media scrutiny that caused issues with candidate retention.
- Newland highlighted changes for better communication and scheduling, ensuring a thorough vetting process, and his personal involvement in managing communications moving forward. He highlighted the importance of building relationships with prospects and ensuring the involvement of all stakeholders to prevent past mistakes and maintain a high-quality search process.
- Proposal's Communication Plan: Committee members acknowledged and appreciated Mr. Newland's personal commitment and direct involvement with leading communications to address miscommunications, shared and detailed communications.
- Number of CEO Candidates: Committee members discussed the importance of understanding the number of new qualified candidates that Newland will source, and the importance of a sufficient number of new qualified candidates being presented for Committee review. The committee agreed five to seven candidates and Mr. Newland acknowledge five to seven candidates for the committee to review as feasible.
- The Committee Chair requested members' opinions on whether the proposal required amendments. No members responded.

#### Decision on Whether to Move Forward with Newland:

Legal counsel guided the Committee to look at all of the information, all that has happened, and all the facts that have been presented to date in deciding whether to move forward with Newland.

- Committee members factored legal counsels review of Newland contract and recommended options presented at 6/11 Committee meeting and information gathered from communications with Newland at the 6/11 and 6/26 committee meetings.
- Newland indicated they have reached out to over 120 candidates or prospects and built relationships with many and continue to engage in conversations. Newland expressed the workforce development pool is small and that they are well positioned to identify qualified candidates because of the network built and knowledge they possess.
- Candidate vetting:
  - Newland indicated in terms of candidate vetting; it is not the norm to ask for employee files. Most organizations would not provide.
  - A speaker clarified with legal counsel whether legal counsel's determination that Newland failed to provide a contracted service took into account a referral made by WorkNet for an ineligible candidate. Legal counsel believed this was not considered and pointed to additional factors to thoroughly vet and screen all available talent that is identified.

#### **Motion:**

To accept Newland's amended agreement and Committee Chair work directly with staff on developing a project plan.

Motion moved by Sean Butler and motion seconded by Esther Matthews. Michael Jalazo was opposed to the motion. Motion carried.

#### **Other Matters Related to the CEO Selection Process/Committee**

##### **Clarification on Process**

Committee clarified recommendations by Committee are made to the Board.

##### **CareerSource Hillsborough Pinellas**

Discussions emphasized CareerSource Hillsborough Pinellas as a regional board, whose responsibility is to collectively serve the entire region composed of a unified Hillsborough and Pinellas County, and not to respective counties.

### **Communication - Areas of Focus**

- Focus on timely, effective and accurate communication being shared by and among stakeholders (ie, Selection Committee, Legal, etcetera) of the CEO selection process.
- Establish a clear line of protocol on who is going to share changes in process with the respective stakeholders to promote informed decision-making and transparency.

### **Public Meeting**

Discussion ensued on whether a candidate, potential candidate or Newland (where contract is being discussed) should be part of the Committee meetings. Heather Ramos (legal counsel) noted that all meetings are guided by Florida's sunshine laws and anyone can join a meeting at any time.

### **Open Communication by Committee Members**

Committee member cautioned the committee about characterizing concerns as emotional or territorial and emphasized the importance of allowing members to express genuine concerns.

#### **B. CEO Interview Process (Presenters: Gary Hartfield)**

The next steps involve creating a comprehensive plan, including a detailed communication plan, to ensure timely and effective communication with all relevant stakeholders.

Discussion ensued regarding a centralized communication contract. Anna Munro volunteered and was recommended as the point of contact. It was clarified that the role would not involve administrative tasks for Newland.

Heather Ramos, Legal Counsel, underscored the importance of avoiding conduit roles or polling to comply with Sunshine Laws. One point of contact and information to that point of contact can be distributed to 50 people in an email.

Esther Matthews suggested making a formal motion to appoint Anna Munro as the point of contact.

Michael Jalazzo motioned to have Anna Munro be the point of contact for the CEO Selection Committee. Sean Butler requested friendly amendment to be added, not to support any candidate interactions with Newland.

#### **Motion:**

To have Anna Munro be the point of contact for the CEO selection committee, not to support any candidate interactions with Newland.

Motion moved by Michael Jalazo and motion seconded by Esther Matthews.  
Motion carried.

V. Next Steps

A. Next Meeting

The committee discussed scheduling a recurring meeting every two weeks. The next meeting will be July 10, 2024.

VI. Adjournment

The meeting adjourned at 11:30 a.m. Minutes prepared by Tammy Stahlgren, Executive Administrative Assistant.