



CareerSource Hillsborough Pinellas CEO Selection

CareerSource Hillsborough Pinellas

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

2024-07-10 10:00 - 11:30 EDT

Zoom Information

Meeting ID: 864 4378 6926

Passcode: 307556

Phone: 1 305 224 1968

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[ZOOM LINK](#)

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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 counsel's 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.

DRAFT



Action/Discussion Item

Proposed Plan: CEO Selection Process

Background:

- Consortium must approve the Board of Director (Board) process to select the CEO and subsequently approve the selection as recommended by the Board [Consortium Interlocal Agreement]. At the May 28, 2024, Special Consortium meeting, the Consortium suspended the CEO selection process and the contract with Newland.
- The Board is to select and recommend the CEO [Amended and Restated By-Laws Tampa Bay Workforce Alliance, Inc. d/b/a/ CareerSource Hillsborough Pinellas]. The Board discussed the process to be used for the CEO Search at their May 30, 2024, meeting and formed an Ad-Hoc Selection Committee (Committee).
- GrayRobinson (legal counsel) was asked (by Consortium and Board) to review the Newland Associates, Inc. (Newland) contract and provide options due to concerns of Newland's handling of the CEO search process.
- Committee meeting recaps:
 - 6/11/2024 meeting: Legal counsel recapped the purpose of their review, reviewed the concerns (candidate vetting/screening and communication), highlighted relevant provisions of Newland's contract (and contract addendum) and concluded their presentation with possible options/next steps. A full and frank discussion took place during which various views and opinions were expressed. Newland provided feedback to questions raised by the Committee. The meeting concluded with a motion (unanimously passed) for Newland to amend their contract with a written plan to address the

inadequate recruiting efforts within seven days, with the possibility of contract termination if the plan is unsatisfactory.

- 6/26/2024 meeting:
 - Newland was present to answer questions related to their proposed plan. Committee members commented on the proposal's communication plan and acknowledged and appreciated Mr. Newland's personal commitment and direct involvement with leading communications. 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. *Motion (with one opposition) was passed to accept Newland's amended agreement and Committee Chair work directly with staff on developing a project plan.*
 - The Committee also unanimously passed to have Anna Munro be the point of contact for the selection committee, not to support any candidate interactions with Newland. Purpose of the point of contact is to have in place a central point of contact to aid in the timely, effective, and accurate communication with all relevant stakeholders as it related to the CEO selection process.

Project Plan:

The project plan includes Newland's proposed plan with the addition of detailed activities. It provides a structured approach to selecting the new CEO, ensuring that the process is thorough and transparent.

Recommendation:

To approve Project Plan and recommend as CEO Selection Process (1) to continue with Newland and amend Newland's contract with their written plan (2) Anna Munro as CEO Selection Committee point of contact and (3) Project Plan at the June 18, 2024 Board meeting.

Objectives:

1. Identify and attract high-caliber CEO candidates.
2. Conduct a thorough evaluation of candidates’ qualifications, experience, and fit with the organization.
3. Ensure a transparent, unbiased, and efficient selection process.

Timeline:

Task #	Task Description	Time (Wks)	Timeline
1	Meet with Stakeholders to discuss current processes, set clear communication goals, to agree to timing of update calls	1	1
2	Sourcing, interviewing and vetting of CEO candidates	4	1-4
3	Submit initial slate of candidates to search committee, coordinate interview schedule	1	5
4	Continue sourcing of CEO candidates, nurture current slate	4	6-9
5	Initial interview of candidates	1	7
6	Debrief with search committee on interviews, schedule 2nd round of interviews	2	7-8
7	2nd round CEO candidate interviews and selection of finalists	2	9-10
8	Reach out to finalists, assisting with offers and negotiation	2	10-11
9	Buffer week	1	12

Total Duration: 90 Days (excluding buffer week)

Key Activities and Milestones:

Task 1: Meet with Stakeholders (Week 1)

Discuss current processes, set clear communication goals, to agree on timing of update calls

- Selection Criteria: Newland to provide Selection Committee with an understanding of the Predictive Index Assessment and its results.
- Job Description: Newland to provide Committee JD for their review and potential questions.
- Newland to provide updates every 2-weeks in-line with timing of selection committee meeting. Meeting topics TBD by Newland and Committee.
- Additional activities to be added, if needed.

Task 2: CEO Candidates (Week 1 – 4)

Sourcing, Interviewing and Vetting

- Newland to provide steps to thoroughly vet and screen participants (Wk 1).
- Newland to provide methods that will be used to inform and prepare candidates of public meeting requirement, merger, potential media attention, etc. (Wk 1)
- Additional activities to be added, if needed.

Task 3, 4: Slate of Candidates (Task 3: Week 5) and Newland to Continue Sourcing (Task 4: week 6-9)

- Newland to provide 5-7 qualified CEO candidates
- Newland to email candidate packets directly to selection committee. (Date TBD)
- Newland to provide basis for ranking candidates and overview of process. (Date TBD)
- Newland to provide guidance to Selection Committee on the number of candidates to move forward with initial interviews.
- Additional activities to be added, if needed.

Task 5: Initial Interview (week 7)

- Selection Committee in consultation with Newland to determine if the initial interview will be virtual/hybrid/in-person. (Date TBD)
- A Munro to Confirm consortium member participation in interview effort with County Liaisons (Jonathan Wolfe and Dr. Johnson)(wk 2)
- Newland to provide interview questions, basis of ranking candidates, and brief interview committee of interview process. (Date TBD)
- Newland to provide guidance to Selection Committee on the number of candidates to move forward with 2nd round of interviews.
- Newland to coordinate interview dates/times with CEO candidates and Interview Committee. (Date TBD)
- Additional activities to be added, if needed.

Task 6: Debrief on Initial Interview, Schedule 2nd Round of Interview (weeks 7-8)

- Newland to provide interview committee brief overview of the debrief process. (Date TBD)
- Newland to coordinate scheduling of debrief process with Interview Committee. (Date TBD)
- Additional activities to be added, if needed.

Task 7: 2nd Round of Interviews and Selection of Finalist (weeks 9-10)

- Selection Committee in consultation with Newland to determine if the 2nd Round of interview will be virtual/hybrid/in-person. (Date TBD)
- A Munro to Confirm consortium member participation in interview effort with County Liaisons (Jonathan Wolfe and Dr. Johnson) (wk 2)
- Newland to provide guidance to Selection Committee on the number of candidates to move forward as Finalist(s). (Date TBD)

Task 7 - continued:

- Newland to coordinate interview dates/times with CEO candidates and Interview Committee. (Date TBD)
- Additional activities to be added, if needed.

Week 8: Reach out to finalist, assist with offers and negotiations (weeks 10-11)

- Activities to be added.

Deliverables:

1. CEO Job Description and Predictive Index
2. Project Plan and Timeline
3. Mechanism for ranking candidates
4. Finalist Report for the Board and Consortium
5. Offer Letter and Employment Contract
6. Public Announcement and Press Release

Monitoring and Evaluation:

- **Updates:** Regular updates to the board on the progress of the selection process.
- **Milestone Reviews:** Review progress at the end of each phase and adjust the plan as necessary.
- **Feedback Mechanisms:** Collect feedback from stakeholders at each stage to ensure continuous improvement.

This project plan provides a structured approach to select a new CEO, ensuring that the process is thorough, transparent, and aligned with the organization's goals and values.



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