



CareerSource Hillsborough Pinellas CEO Selection Minutes

CareerSource Hillsborough Pinellas

Wednesday, July 10, 2024 at 10:00 AM EDT

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

Members Attendance

Present:

Members: Sean Butler, Michael Jalazo (remote), Esther Matthews (remote), Dr. Rebecca Sarlo (remote), Ken Williams (remote), Gary Hartfield, John Howell, April Neumann (remote)

Absent:

Members: Mercedes Young

Others Present

CareerSource Hillsborough Pinellas Staff: Sheila Doyle, Leah Geis (remote), Barry Martin (remote), Steve Meier, Anna Munro, Tammy Stahlgren, Michelle Zieziula

Others Present: Vanessa Abreu -Newland & Associates (remote), Robert Newland - Newland & Associates (remote), Stephanie Marchman - Legal Counsel (remote), Dr. Cynthia Johnson - Pinellas County Gov. (remote), Ken Jones - Hillsborough County Gov. (remote), Cody Ward - Pinellas County Gov. (remote)

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

Gary Hartfield, Chair called the meeting to order at 10:00 a.m. There was a quorum present.

II. Public Comments (Presenters: Gary Hartfield)

There were none.

III. Action/Discussion Items

A. Approval of Minutes - June 26, 2024, CEO Selection Committee Meeting

Motion:

To approve of Minutes of June 26, 2024, CEO Selection Committee Meeting.

Motion moved by Sean Butler and motion seconded by John Howell. Motion carried.

B. Proposed Plan for the CEO Selection Process

Discussion on Proposed Project Plan

The meeting focused on the proposed project plan for the CEO selection process, with a detailed overview and explanation provided. The project plan included Newland's proposed plan with the addition of a proposed project plan created by CSHP staff for Selection Committee as an internal working document used to aid in thorough and transparent CEO selection process to be updated and revised to reflect current status of process. Mr. Newland expressed support for the proposed project plan and emphasized the importance of aligning the search committee's expectations. The Committee also highlighted the need for transparency, clear communication, and timely updates for informed decision-making in the CEO selection process. Robert Newland clarified that they will not charge additionally to complete the contract.

Communication and Distribution Issues

Email delivery issues occurred due to new email addresses assigned post-merger. The committee acknowledges the problem and proposed staff will confirm all board members have received the emailed information prior to the meeting. The committee decided to continue discussions due to the draft nature of the documents.

Discussion on Anna Munro's Role and Responsibilities

Robert Newland explains that Anna's involvement in preparing a detailed work plan was voluntary and not meant to replace the committee's responsibilities, emphasizing that their work remains separate from Anna's contributions.

Approval of Project Plan and CEO Selection Process

A motion is made and unanimously approved for the project plan and CEO selection process, with additional discussion on the next steps and communication strategies. A recommendation to approve the project plan and CEO selection process was made, emphasizing the need for approval from the board and consortium. The group also considers the option of presenting an alternative recommendation to avoid further delays in case of rejection by the consortium.

Motion:

To approve the project plan and recommend a CEO selection process to the board and if approved by the Board, to the Consortium, to continue with the Newland contract and implement the CareerSource amended written plan as presented to the CEO Selection Committee on July 10th, 2024, and appoint Anna Munro as CEO selection committee point of contact.

Motion moved by Sean Butler and motion seconded by John Howell. Motion passed unanimously.

Decision-making and Contingency Planning

The committee engaged in a discussion about the decision-making process and the importance of being proactive and having a contingency plan available for voting to avoid delays.

Motion:

To approve that in the event that either the Board or the Consortium reject our recommendation to move forward with Newland, that we as a committee recommend as a second option, Douglas and Associates and to terminate Newlands contract.

Motion moved by Dr. Rebecca Sarlo and motion seconded by Esther Matthews. Motion carried. There were 4 (four) yea and 3 (three) nay votes by roll call.

IV. Next Steps

V. Adjournment

The meeting was adjourned at 11:12 a.m.

Minutes prepared by Tammy Stahlgren, Executive Administrative Assistant.