



CareerSource Hillsborough Pinellas CEO Selection

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

Date: August 21, 2024

Time: 10:00 - 11:30 EDT

Agenda

I. Call to Order, Roll Call, and Welcome

II. Public Comments

III. Action Item

A. Approval of Minutes - August 7, 2024, CEO Selection Committee Meeting.....2

IV. Discussion Items

A. CEO Process Update.....5

V. Adjournment

Zoom Information

Meeting ID: 864 4378 6926

Passcode: 307556

Phone: 1 305 224 1968

[ZOOM LINK](#)



CareerSource Hillsborough Pinellas CEO Selection Minutes

CareerSource Hillsborough Pinellas

Wednesday, August 7, 2024 at 10:00 AM EDT

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

Attendance

Present:

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

Absent:

Members: April Newman, Ken Williams

Others Present:

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

CareerSource Hillsborough Board Member: Robert Blount III (remote)

Hillsborough County Government: Ken Jones (remote)

Newland & Associates Inc.: Vanessa Abreu (remote), Michelle Epstein (remote), Robert Newland (remote)

Pinellas County Government: Dr. Cynthia Johnson, Cody Ward (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 Item

A. Approval of Minutes - July 10, 2024, CEO Selection Committee Meeting

Motion:

To approve the minutes of July 10 2024, CEO Selection Committee Meeting.

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

IV. Discussion Items

A. Plan for the CEO Selection Process

The committee expressed appreciation for the support received from stakeholders and provided an update on the recent approval from the consortium to proceed with the Newland & Associates contract. The focus of the meeting was to discuss alignment of processes and set clear communication goals.

Job Description and Candidate Qualifications

The job description was reviewed to ensure alignment with candidate criteria. The committee agreed lack of CEO experience should not be a limiting factor in candidate selection and discussed areas of experience and abilities integral in a qualified candidate.

The committee emphasized the importance of transparency and ensuring that all board members agree with the job description before proceeding with the selection process. It was discussed the board members have been emailed the job descriptions and that no comments were provided by the board members.

Predictive Index Assessment

The committee discussed the importance of behavioral-based interviews and the need for candidates to bring fresh ideas and solutions to the role. Robert Newland provided a detailed overview of the four basic behavioral drives - dominance, extroversion, patience, and formality - and their relevance in leadership roles. He highlighted the significance of using validated assessments such as the predictive index, for selection purposes and explained how individuals adapt their behavioral profiles to fit job requirements.

Candidate Outreach Strategies

Robert Newland emphasized the effectiveness of soft reach-outs for candidate recruitment and expressed concerns about unqualified applicants through ads. The conversation also touched on the importance of reaching out to successful individuals who may not be actively seeking jobs and the potential candidates who could be reached through national organizations and workforce boards.

Robert Newland shared the position is posted on their LinkedIn. It was also discussed to post on the CareerSource Hillsborough Pinellas' website and National Association of Workforce Boards as well as sharing the links with the committee as available.

Candidate Anonymity

The committee stressed the importance of maintaining candidate anonymity and discussed practical measures such as referring to candidates by numbers

instead of names. It was also discussed that candidates should be informed and prepared for potential loss of confidentiality with their current employers due to the selection process being conducted under the sunshine laws.

Candidate Communication, Vetting and Metrics

The committee discussed the importance of Newland messaging and presenting information that represents the new board and as entities that are no longer separate but consolidated and being intentional in the information delivered to candidates that addresses the entity as CareerSource HP and promoting positive aspects of where the organization is today in comparison to 3 or 4 months ago.

It was discussed Newland cast a wide net in their CEO search and reached out to over 150 candidates and phone screened 137.

Timeline

Newland discussed prior to the next meeting, revisiting with 5 candidates to reaffirm their interests, going through the pool and basically knocking on every door again, phoning everybody again, re-pitching again, to see if the pool can be extended or expanded and then perhaps suggest at the next meeting. a bit of a more condensed schedule, if it merits, where four weeks for sourcing may not be necessary.

Consortium

The committee discussed the importance of providing the Consortium an update on the search process and scheduling a formal meeting with the Consortium at a date and time when all members of the Consortium are present. It was suggested to provide an update between task 2 and task 3,4 of the project plan.

V. Next Steps

VI. Adjournment

The meeting adjourned at 11:21 a.m.

Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.



Discussion Item CEO Process Update

Update Provided by Robert Newland

- Results of search efforts:
 - Response to posted ads and Newland's direct outreach
- Status on current pipeline of potential candidate slate to present to search committee
- Review of timeline
 - Track activities against timeline – adjust timing as needed.
 - Explore possibilities for accelerating the timeline.

Update Provided by Staff

The Project Plan for the CEO Selection Process has been updated. Updates are in blue font and represent completed activities, new activities and activities that are ongoing. See recap below and attached project plan.

- Task 1:
 - Selection Criteria: Newland to provide Selection Committee with an understanding of the Predictive Index Assessment and its results.
✓ **Status: Completed at 08.07.24 Committee Meeting**
 - Job Description: Newland to provide Committee JD for their review and potential questions.
✓ **Status: Completed at 08.07.24 Committee Meeting**
 - Newland to provide updates every 2-weeks in-line with timing of selection committee meeting. Meeting topics TBD by Newland and Committee.
➤ **Status: Ongoing**
- Task 2
 - New Activity (added 8.7.24): Coordinate Consortium meeting to provide an update on the CEO selection process. The date and time of meeting will be when all members can be present.

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.
4. Communicate strategically and effectively to proactively communicate current status of CEO process and activities that require decisions by stakeholders.

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.
 - ✓ **Status: Completed at 08.07.24 Committee Meeting**
- Job Description: Newland to provide Committee JD for their review and potential questions.
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- Newland to provide updates every 2-weeks in-line with timing of selection committee meeting. Meeting topics TBD by Newland and Committee.
 - **Status: Ongoing**

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)
- **New Activity (added 8.7.24): Coordinate Consortium meeting to provide an update on the CEO selection process. The date and time of meeting will be when all members can be present.**

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)
- 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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