



CareerSource Hillsborough Pinellas CEO Selection

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

Date: August 7, 2024

Time: 10:00 - 11:30 EDT

Zoom Information

Meeting ID: 864 4378 6926

Passcode: 307556

Phone: 1 305 224 1968

[ZOOM LINK](#)

AGENDA

I. Call to Order, Roll Call, and Welcome

II. Public Comments

III. Action Item

A. Approval of Minutes - July 10, 2024, CEO Selection Committee Meeting.....2

IV. Discussion Items

A. Plan for the CEO Selection Process.....5

1. Update on Project Plan.....6

V. Next Steps

VI. Adjournment



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.



Discussion Item Update on Project Plan

Background:

- Consortium approved on August 2, 2024 Board's recommendation (approved by Board on June 18th) to 1) continue with the Newland contract and implement the CareerSource amended written plan as presented to the CEO Selection Committee on July 10th, 2024, and 2) Appoint Anna Munro as CEO selection committee point of contact.

Project Plan:

To discuss current process, set clear communication goals, and next steps. In addition, update the project plan to include:

- Objective 4: Communicate strategically and effectively to proactively communicate current status of CEO process and activities that require decisions by stakeholders
- Dates for Tasks 1-8
- Additional content or revisions as determined by CEO Selection Committee

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.
- 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.



CareerSource Hillsborough Pinellas
Meridian One 4350 W Cypress Street. Suite 875 |
Tampa, FL 33612
CareerSourceHillsboroughPinellas.com

Copyright © CareerSource Hillsborough Pinellas. All Rights Reserved.

CareerSource Hillsborough Pinellas 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  Job Center network