



CareerSource Hillsborough Pinellas CEO Selection Meeting

CareerSource Hillsborough Pinellas

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

2024-09-18 10:00 - 11:30 EDT

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Liaison Update

The CEO selection process to date is on target. Slate of candidates have been presented to the members of the selection committee on 9/13 and committee members will select those candidates for initial interview at the 9/18 committee meeting (Action Item C).

To continue with the momentum and scheduling candidate interviews in a timely fashion, it is crucial to identify potential interview dates for the initial and 2nd round of interviews. Accordingly, CSHP staff began the process to obtain selection committee meeting availability via email on 8/30/24 and subsequently followed up via email and phone discussion with certain committee members. Unfortunately, dates of availability do not align. At the 9/18 committee meeting, determine potential interview dates/times for initial and 2nd round of interviews and decision on approach if dates do not align with all committee members (Action Item D)

Task #	Task Description	Actual Dates	Comments
3	Submit initial slate of candidates to search committee, coordinate interview schedule	09/13/24	9/18/24 CEO Selection Committee meeting discuss (1) Initial Slate of Candidates and (2) Potential Interview Time Slots
5	Initial interview of candidates	TBD	Not scheduled. Dates have not been determined. Action item for 9/18/24 CEO Selection Committee Meeting
6	Debrief with search committee on interviews, schedule 2nd round of interviews	TBD	Not scheduled. Dates have not been determined. Action item for 9/18/24 CEO Selection Committee Meeting
7	2nd round CEO candidate interviews and selection of finalists	TBD	Not scheduled. Dates have not been determined. Action item for 9/18/24 CEO Selection Committee Meeting
8	Reach out to finalists, assisting with offers and negotiation	TBD	



CareerSource Hillsborough Pinellas CEO Selection Minutes

CareerSource Hillsborough Pinellas

Wednesday, August 21, 2024 at 10:00 AM EDT

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

Attendance

Present:

Members: Sean Butler, Michael Jalazo, Esther Matthews (remote), Dr. Rebecca Sarlo, April Neumann (remote)

Absent:

Members: Gary Hartfield, John Howell, Mercedes Young

Others Present

Staff Members: Sheila Doyle, Leah Geis (remote), Barry Martin (remote), Steve Meier, Anna Munro, Tammy Stahlgren, Doug Tobin (remote), Michelle Zieziula (remote)

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

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

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

I. Call to Order, Roll Call, and Welcome

Dr. Rebecca Sarlo filled in as the Chair. She called the meeting to order at 10:00 a.m. There was a quorum present.

II. Public Comments

There were none.

III. Action Item

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

Motion:

To approve the minutes of the August 7, 2024, CEO Selection Committee Meeting.

Motion moved by Michael Jalazo and motion seconded by Sean Butler. Motion carried.

IV. Discussion Items

A. CEO Process Update

Robert Newland presented an update on the CEO search.

Newland discussed the number of candidates that were included in the search and the number of potential viable candidates. The committee requested Newland provide a written candidate pool report without disclosing individual names, including but not limited to numbers of candidates disqualified and for what reasons, including reasons like pay, relocation area and/or expense, lack of experience, etcetera.

Members emphasized the importance of finding a CEO with leadership and industry knowledge, who is passionate, able to drive excitement, and act as a culture builder, uniter, and collaborator. They also discussed the need for flexibility in candidate qualifications.

The meeting also addressed the intricacies of the CEO selection process and interview planning, including the best approach to engage the consortium and the board. The importance of managing communication and avoiding potential issues with candidate selection was emphasized. The treatment of internal candidates was also discussed, with a commitment to providing feedback and support for their professional development.

The meeting concluded with plans to move forward and logistical details such as sending out save-the-date notifications for future interviews.

The next CEO Selection Committee meeting is scheduled for August 29, 2024. Robert Newland will provide the committee with the resumes of potential candidates and additional resumes that could be a potential fit. The resumes will be blind, and the committee will review them, this meeting is not meant to rank the candidates.

V. Adjournment

The meeting adjourned at 11:19 a.m. Minutes prepared by Tammy Stahlgren, Executive Administrative Assistant.



CareerSource Hillsborough Pinellas Special CEO Selection Meeting Minutes

CareerSource Hillsborough Pinellas

Thursday, August 29, 2024 at 10:00 AM EDT

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

Attendance

Present:

Members: Sean Butler, Michael Jalazo, Esther Mathews (remote), Dr. Rebecca Sarlo (remote), Ken Williams (remote), Gary Hartfield, April Neumann (remote), Mercedes Young (remote)

Absent:

Members: John Howell

Other Present

Present:

Staff: Barry Martin (remote), Steve Meier (remote), Anna Munro, Tammy Stahlgren, Doug Tobin (remote)

CareerSource Hillsborough Pinellas Board Member: Robert Blount (remote)

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

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

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

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

Gary called the meeting to order at 10:00 a.m.

II. Public Comments (Presenters: Gary Hartfield)

There were none.

III. Discussion/Information Items

Gary Hartfield asked the CEO Selection committee to allow a verbal modification in the agenda. He requested Anna Munro, the CEO selection committee liaison, give an update on where we are with our project plan, and for Mr. Newland to give a brief candidate funnel presentation including discussion of the potential slate of candidates, and time blocking for interviews.

Motion:

To approve the change and modification to the agenda.

Motion moved by Ken Williams and motion seconded by Dr. Rebecca Sarlo.
Motion carried.

Anna Munro gave a brief update indicating the Committee is on track with the project plan.

A. Candidate Pool Funnel Data (Presenters: Robert Newland)

Robert Newland provided data including presented overall metrics on the pipeline and funnel, providing insights into the results and performance of the recruitment process.

Robert Newland presented an overview of the candidate outreach and engagement activities, emphasizing the proactive approach to reaching out to senior-level candidates through various channels. He also addressed the engagement with internal candidates and the importance of maintaining confidentiality in the evaluation process. Additionally, he discussed the impact of prolonged search processes on candidate commitment.

B. Presentation of Potential Candidate Slate (Presenters: Robert Newland)

Robert Newland provided brief comments on three diverse candidates for a workforce development role, highlighting their leadership experience, budget management, organizational achievements, and potential for building strong community relationships. The candidates excel in change management, performance optimization, and post-merger integrations.

The committee will meet on September 18 to review candidate profiles for potential initial interviews and consider two internal candidates. The next full board meeting is on September 19, where they will report the findings and discuss the next steps with the board.

Motion:

To accept the three candidates as presented, and the two internal candidates with the understanding of the qualifier by Mr. Newland and company, and also with the understanding that Mr. Newland will have a conversation with them to see if they want to move forward.

Motion moved by Esther Matthews and motion seconded by Michael Jalazo. Roll Vote conducted; 1 abstention and 8 ayes. Motion carried.

C. Blocking Interview Timeslots for September (Presenters: Robert Newland)

Robert Newland explained that the committee would not rank candidates and emphasized that all candidates are capable of doing the job. He suggested a yay or nay vote for each candidate as the method to move forward.

IV. Adjournment

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

DRAFT



Action Item

Selection of Candidates for Initial Interview

Information:

Robert Newland directly emailed CEO Selection Committee members the candidate dossiers on Friday, September 13th. The selection committee will discuss the candidate dossiers, select the candidates and discuss next steps.

Candidate Referencing

To reference a candidate, instead of using candidate name, please use their candidate number. A candidate number is associated with the candidate's initials as follows: first initial represents first letter of candidate's first name, and second initial represents first letter of candidate's last name. For example: Joe Smith candidate initials => JS

Candidate Number	Candidate Initials
1	AS
2	CA
3	JD
4	JZ
5	KK
6	SB
7	TJ

Select Candidates

1. Selection for Initial Interviews
 - a. Move to yes or no vote on each candidate to move forward to the following round of zoom/teams interviews and
 - b. Suggest committee selects no less than 3 candidates and no more than six candidates.

Recommendation:

Identify the candidates who will move forward for initial interviews.



Interview Scheduling - Initial and 2nd Round

Background:

The CEO Selection Committee interview process includes Initial Interviews/debrief and 2nd Round Interviews/debrief, as follows:

1. Initial Interviews: Those candidates who have been selected by the CEO selection committee for an initial interview. Following the interview(s), the selected candidates will be ranked in order of preference based on interviews. Newland Associates will tally results at the end of the interviews and debrief the results.
 - a. Interview platform: Virtual (Zoom)
 - b. Interview dates: Selection Committee To Take Action
 - c. Ranking: To be discussed by Newland.
2. 2nd Round Interviews: Those candidates who completed the initial interview and selected for 2nd round of interviews. Following the interview(s), the selected candidates will be ranked in order of preference based on interviews.
 - a. Interview platform: Hybrid
 - b. Interview dates: Selection Committee To Take Action
 - c. Ranking: To be discussed by Newland.
 - d. Suggest committee selects 1 or 2 finalists for consideration of the board.
 - e. Committee may also elect 1st Option for consideration.

Information:

Robert Newland and selection committee members have been solicited for dates of availability for potential initial interviews. Unfortunately, dates do not align.

Committee discussion and decision on potential interview dates/times for initial and 2nd round of interviews and decision on approach if dates do not align with all committee members.

First Name	Last Name	Wk of Sept 23		Wk of Sept 30th		
		Mon 23-Sep	Fri 27-Sep	Wedn 2-Oct	Thur 3-Oct	Fri 4-Oct
Robert	Newland	Half day, am	Full day	Full day	Half day, pm	Full day
April	Neumann	Full day	Half day pm	Full day	Full day	Full day
Esther	Matthews	Not available	yes - full day	Full day	am half day	Not available
Gary	Hartfield	Not available	Not available	Full day	Full day	Full ay
John	Howell	Full day	Not available	Not available	Not available	Not available
Kenneth	Williams	Not available	Full day	Not available	Full day	Full day
Mercedes	Young	8 am - 3 pm	Not available	Not available	Not available	Full day
Micheal	Jalazo	Full day	Full day	Full day	Not available	Not available
Rebecca	Sarlo	Not available	Full day	Not available	Full day	Not available

Recommendation:

Determine potential interview dates/times for initial and 2nd round of interviews and decision on approach if dates do not align with all committee members.



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