



## CareerSource Hillsborough Pinellas CEO Selection

CareerSource Hillsborough Pinellas

Date: November 20, 2024

Time: 8:00 AM - 8:30 AM

Location: Zoom Only

### Meeting Details:

<https://careersourcetb.zoom.us/j/88481284778?pwd=hfjEJ6MlrYim02BDGGLSnpkbMiKan4.1&from=addon>, 1 305 224 1968

**Meeting ID:** 884 8128 4778

**Passcode:** 124456

## Agenda

**I. Call to Order, Roll Call, and Welcome**

**II. Public Comments**

**III. Consent Agenda.....Page 2**

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**B. Approval of Minutes - October 18, 2024, CEO Selection Committee Meeting.....Page 5**

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**IV. Chairman Update**

**V. Committee Discussion**

**VI. Adjournment**



## **CONSENT AGENDA ITEMS**

*The Consent Agenda is intended to allow the WDB to spend its time on more complex items and initiatives. Consent agenda items group routine business and various reports into one agenda item which can be approved in one action, rather than filing motions on each item separately. Board members may ask that an item be removed from the Consent Agenda for individual consideration.*

### Approval of Minutes

- A. Approval of Minutes - November 6, 2024, CEO Selection Committee Meeting
- B. Approval of Minutes - October 18, 2024, CEO Selection Committee Meeting
- C. Approval of Minutes - October 4, 2024, CEO Selection Committee Meeting
- D. Approval of Minutes - September 18, 2024, CEO Selection Committee Meeting

### **RECOMMENDATION**

To approval of the consent agenda as presented.



# CareerSource Hillsborough Pinellas CEO Selection

## Meeting Minutes

CareerSource Hillsborough Pinellas  
11/6/2024 8:00 AMEST

@ Meridian One 4350 W Cypress Street, Suite 875 Tampa, FL 33607

### **Attendance**

#### **Present:**

Members: Michael Jalazo, Esther Matthews, Dr. Rebecca Sarlo, Mercedes Young, Gary Hartfield, John Howell **Absent:**

Members: April Neumann, Ken Williams

**Other in Attendance:** Anna Munro, Robert Newland, Tammy Stahlgren, Doug Tobin, Michelle Zieziula

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

Gary Hartfield, Chair called the meeting to order at 8:30 a.m. There was a quorum present.

II. Public Comments (Presenters: Gary Hartfield)

There were none.

III. CEO Candidate Interviews (Presenters: Gary Hartfield)

The structure of the interviews was outlined. Interviews were conducted with four candidates. The committee unanimously agreed that an external candidate would be the best fit for the organization. The top two ranked candidates were selected.

**Motion:**

To recommend the top ranked candidate to the Board.

Motion moved by Esther Matthews and motion seconded by Dr. Rebecca Sarlo. Motion passed unanimously.

**Motion:**

To recommend the second ranked candidate to the Board if the top candidate declines.

Motion moved by Dr. Rebecca Sarlo and motion seconded by Esther Matthews. Motion passed unanimously.

IV. Adjournment

The meeting adjourned at 1:48 p.m. Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.

DRAFT



# CareerSource Hillsborough Pinellas CEO Selection Meeting Minutes

CareerSource Hillsborough Pinellas

Date: 10/18/2024 9:00 AM EDT

Location: Zoom Meeting

## **Attendance**

### **Committee Members Present:**

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

### **Committee Members Absent:**

Members: Ken Williams

## **Other in Attendance**

CSHP Staff: Anna Munro (remote), Doug Tobin (remote), Tammy Stahlgren (remote)

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

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

Gary Hartfield, chair, called the meeting to order at 9:00 a.m. There was a quorum present.

### II. Public Comments (Presenters: Gary Hartfield)

There were none.

### III. CEO Candidate Interviews (Presenters: Gary Hartfield)

The structure of the interviews was outlined. Interviews were conducted with four candidates.

### IV. Candidate Ranking

The committee ranked the candidates, including those interviewed on October 4, 2024. The top four ranked candidate's were moved to the next step.

### V. Adjournment

The meeting adjourned at 1:05 p.m.

Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.



# CareerSource Hillsborough Pinellas CEO Selection

## Meeting Minutes

CareerSource Hillsborough Pinellas  
Date/Time: 10/4/2024 9:00 AM EDT  
Location: Zoom Meeting

### **Attendance**

#### **Committee Member Present:**

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

#### **Absent:**

Committee Members: Ken Williams

### **Other In Attendance**

#### **Present:**

CSHP Staff: Anna Munro (remote), Doug Tobin (remote), Tammy Stahlgren (remote)

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

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

Gary Hartfield called the meeting to order at 9:31 a.m. There was a quorum present.

II. Public Comments (Presenters: Gary Hartfield)

There were none.

III. CEO Candidate Interviews (Presenters: Gary Hartfield)

Gary Hartfield shared a message from Co-interim CEO Steve Meier, emphasizing the importance of fair and open-minded evaluations of candidates. The structure of the interviews was outlined. Interviews were conducted with four candidates, but committee members did not provide feedback or rank the candidates. The committee discussed the addition of two CEO-candidates for initial interviews.

IV. Adjournment

The meeting adjourned at 1:57 p.m. Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.



# CareerSource Hillsborough Pinellas Special CEO Selection Meeting Minutes

CareerSource Hillsborough Pinellas  
9/18/2024 8:30 AM EDT  
Location: Zoom Meeting

## **Attendance**

### **Committee Members Present:**

Members: Michael Jalazo, Michael Jalazo, Esther Matthews, Gary Hartfield, John Howell, April Neumann (remote), Mercedes Young

### **Committee Members Absent:**

Members: Ken Williams

## **Other In Attendance**

CSHP Board Members: Barclay Harless (remote), Robert Blount III, Scott Thomas (remote)

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

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

Legal Counsel: Stephanie Marchman (remote)

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

CSHP Staff: Jay Burkey (remote), Sheila Doyle, Leah Geis (remote), Barry Martin (remote), Steve Meier, Michelle Moeller (remote), Lysandra Montijo (remote), Anna Munro, Tammy Stahlgren, Doug Tobin, Michelle Zieziula

### 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. Legal Counsel

Presenter: Stephanie Marchman

Summary:

### IV. The CEO Selection Committee met to discuss the candidacy of Sean Butler for the CEO position, with legal counsel Stephanie Marchman providing an update on his application.

Stephanie Marchman confirmed that there was no legal conflict of interest stemming from Sean Butler's resignation from the board. Chair's Update

Presenter: Gary Hartfield

The Chair's update highlighted the progress and pride in the process, moving past a tumultuous history under a previous CEO. The importance of preparing individuals for employment and serving the community was stressed. The Committee's directive is to find the best CEO candidate for CareerSource HP, with final approval by the board and consortium. The Committee has the democratic authority to approve or reject any candidate.

V. Liaison's Update

Presenter: Anna Munro

The liaison provided an update on the CEO planning document noting the Selection Committee is on target with their review of the slated candidates and determining who of those candidates will move forward with the initial interviews.

VI. Discussion / Action Items

A. Approval of Minutes (Presenters: Gary Hartfield)

1. August 29, 2024, Special CEO Selection Committee Meeting
2. August 21, 2024, CEO Selection Committee Meeting

**Motion:**

To approve the minutes of August 21, 2024 CEO Selection Committee meeting and August 29, 2024 Special CEO Selection Committee Meeting.

Motion moved by Esther Matthews and motion seconded by Michael Jalazo. Motion carried

B. Selection of Candidates for Initial Interviews

Robert Newland outlined the process for selection with each committee member providing a "yay" or "nay" response for each candidate.

**Motion:**

To proceed with a slate of five candidates.

Motion moved by Mercedes Young and motion seconded by Esther Matthews. Motion carried.

C. Interview Scheduling - Initial and 2nd Round



The meeting concluded with a focus on scheduling interviews and ensuring member availability for upcoming discussions. The committee members agreed on potential dates for future meetings. The session ended with expressions of gratitude for the contributions of all participants, marking a collaborative effort towards selecting the best candidate for the CEO position.

VII. Adjournment

The meeting adjourned at 11:51 a.m. Minutes submitted by Tammy Stahlgren, Executive Administrative Assistant.

DRAFT







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