

**CareerSource Pinellas
Ad Hoc Search Committee Minutes
August 01, 2018**

Date: August 1, 2018

Location: 13805 58TH Street North, Clearwater, FL, 33760

Call to Order

Michael Meidel called the meeting to order at 12:15pm. Per our-by-laws, the number of committee members present (at the exception of the Executive Committee) constitutes a quorum.

Committee Members Present

Michael Meidel, Jack Geller, Michael Gliner, Andrea Henning (via phone).

Committee Members not in attendance

Comm. Patricia Gerard, Karla Leavelle

Staff: Jennifer Brackney, Terri Casey, Margie Curtis, Linsey Stiglic, Luna Clarke, Joseph Calhoun

Guest (s): Whitney Creech (Pinellas County), Zachary Sampson (Tampa Bay Times)

Intro from Chairman about the approach:

Though the Search Committee is not formally listed in the by-laws, typically, such a committee is needed when making the decision to hire a President/CEO. This committee will review the qualifications and salary range needed for this particular role, and make recommendations to the Board. Final decision to hire a candidate rests with the Board. This committee will also need to establish a recruitment process. In addition to screening the candidates for the CEO position, the search committee will also evaluate candidates for the CFO role. At the 7/18/2018 Board meeting, it was requested by the Board of Directors that they also have the final approval in the selection of a CFO.

Discussion Items

1. CEO Classification Description

- General Discussion:
 - Job title should be changed from “President and CEO” to just CEO (Chief Executive Officer)
 - Clearly specify that the CEO reports to and enacts the orders of the Board of Directors, not the other way around. Organizational chart should reflect that.
 - CPA is not required nor is a Juris Doctor
 - The CEO must be knowledgeable about Workforce Development programs and be familiar with the basic principles and metrics of programs such as WIOA, Wagner-Peyser, TANF, SNAP, etc.
 - Final job descriptions will be presented as an informational item at the next Board of Director’s meeting.
- Specific Changes:
 - Purpose:
 - Add administrative duties of CEO to the first paragraph, to include that this position will be overseeing/supervising all other leadership/managerial positions within the organization.
 - Maintain and Safeguard financial assets of the organization, in conjunction with the Chief Financial Officer
 - Duties and Responsibilities:
 - Specify that this role is accountable for the operations of the organizational itself

- The Chief Executive Officer position is essentially responsible for the lawful use of all the funds being funneled through the organization.
- Remove the mention of “Chief Operating Officers” from the description, as those positions do not exist in the current organizational chart.
- Minimum Education:
 - Bachelor’s Degree is required. Master’s degree is not required, but is preferred
- Job Specifications
 - Include specification that candidates must have knowledge of the Florida Sunshine Laws, or at least be familiar with them.

2. CFO Classification Description

- General Discussion:
 - The job title should be CFO, not Director of Finance, because the CFO title implies higher dollar value than Director which will attract better candidates.
 - There should be an emphasis on responsibility for controls, appropriate and lawful use of funds, especially the many federal grants that are often received by workforce boards.
- Specific Changes:
 - No changes necessary on the job description.

3. Former President/CEO Salary: Compensation Overview

- General Discussion:
 - There was lengthy discussion about the merit and need for performance incentives for the CEO. Some board members argue that performance incentives will lead to a higher performing branch and will motivate the new CEO to not just continue as is but to instigate change and lead the company into a better direction.
 - Others argued that in light of recent news events, there should be a cautious decision made about adding incentives the CEO’s compensation. It also may not be possible due to the government-agency nature of CareerSource and the specific stipulations and regulations on certain funding appropriation.
 - The CEO, as all CSPIN employees, will have the 28% benefits stipend as an option to purchase the offered cafeteria plans, from our healthcare provider. If individuals already have healthcare coverage, the 28% stipend remains as part of their pay.
 - There was a recommendation to reach out to the Board Chair at each well-performing CareerSource to gather information about whether or not incentives are used, and if so, what type of benefit stipends does the CEO receive?
 - It should also be noted that there is a federal salary cap at each level, and this should be discussed with job candidates prior to any hiring.
- Specific Changes:
 - New CEO will not receive a bonus, in addition to their salary. The former CEO received one, due to the fact that he was overseeing both regions.

4. President/CEO and CFO Recruiting Process

- General Discussion:
 - Due to the timeliness of the next upcoming Board of Directors meetings, this advertising process will be presented as an informational item and not be subjected to Board approval.
 - During the interview process, questions to candidates will have to be very metrics-focused. Candidates will have to provide specific metrics for their previous success, such as increases in revenues and other financial metrics that demonstrate their qualifications.
 - There will be no relocation package, and candidates should be made aware of this before the in-person interviews occur. The HR consultant will be responsible for giving candidates this information.

- The HR consultant, in conjunction with the Search Committee, will create a list of interview questions. Members can then respond directly with any questions that need to be added. Per Sunshine Law, Board members cannot discuss these questions with other Board members.
 - There was concern about how Sunshine Laws could deter candidates from applying, due to concerns about being publically interviewed. Nonetheless, all interviews will be held in front of the Board of Directors and will be subject to Sunshine Law.
 - Recommendation to look at Pinellas County Administrator recruitment online process to see proper disclosure language for public hiring processes such as these.
 - It was agreed that the Board Treasurer, due to his strong finance background, would be asked to be involved in the hiring of the CFO.
- Recruiting Process:
- Create job advertisement – Board members want this to be done as soon as possible and sent out immediately.
 - Screen resumes – this will happen initially by internal recruiters and then more extensively by HR consultant
 - Conducting background investigation – this will happen while references are being checked.
- 5. Job Ad Examples:**
- General Discussion:
- Consensus that online job postings will be effective enough to gather qualified candidates. Avenues suggested are Indeed, National Association of Workforce Boards, CareerSource Florida, the Department of Economic Opportunity, LinkedIn and Ladders.
 - To more actively recruit, each Board member will be invited to post the job description on his/her LinkedIn profile. Each member should also identify any potential candidates that he/she personally knows and make recommendations of qualified candidates.
 - HR Consultant will email all final changes of job descriptions to Board members
- Specific Changes:
- Change Job Title to CEO (Chief Executive Officer)
 - Qualifications of our next CEO include:
 - ◆ Place education requirements and Workforce Development experience to the top of the list.
 - About Pinellas County, Florida
 - ◆ Use Pinellas County population figure (970,000 residents) instead of Clearwater population
 - ◆ 480,000 people are currently employed here in Pinellas County.
- 6. Next Meeting**
- The Ad Hoc committee will meet again on September 5, 2018 at 9:30 a.m. to discuss the interview process in depth, prior to holding interviews. Interviews will happen circa September 11 and 12th, 2018. Time to be determined. Candidates interviews will be tentatively scheduled for the 9-19-18 Board Meeting.

Adjournment: The meeting was adjourned at approximately 2:10 pm