

**CareerSource Tampa Bay
CEO Search Committee Meeting**

Date: October 18, 2018, 11:25 a.m.

Location: CareerSource Tampa Bay, 9215 N. Florida Ave, Ste 101, Tampa, FL

Call to Order:

Chair Sean Butler convened the CEO Search Committee meeting at 11:25 a.m. There was a quorum present with the following Committee Members participating.

CEO Search Committee Members:

Sean Butler, Ginger Clark, Randall King, Commissioner Sandra Murman, Jeffrey Serpico, Michael Smith, Roy Sweatman, Sophia West

CSTB Board Member:

Michael Bach

Board Counsel:

Attorney Charley Harris

CSTB Staff:

No staff were present for this meeting.

BOCC Liaison/Representatives:

Ron Barton, Ken Jones

Guests:

Kristyn Brendle, Nathan Dundes, Teri Morrow

CEO Search

Chair Butler introduced Teri Morrow of My Benefit Partners. This firm has been retained as an HR Consultant to manage the CEO Search process.

Teri introduced herself and her staff (Kristyn Brendle, Nathan Dundes) then gave a summary of the CEO search process: 314 applications were received, 43 candidates were identified as most qualified to receive a phone interview and an evaluation score. Applications of the 15 highest scored candidates were placed in a Dropbox folder for review by each committee member. After review, each committee member forwarded their top choices to Teri for compilation. A handout of these compiled choices was given to each committee member.

Chair Butler commented that one of the listed candidates (Rocco Tricarico) was a finalist for the CareerSource Pinellas CEO position but recently withdrew from further consideration for that position. He asked if this person is still a candidate for our position?

Teri Morrow replied that she contacted the candidate to ask his continued interest but did not speak to him. She left a message and has not heard from him. She added that we should assume he is still a candidate.

Attorney Charley Harris mentioned that the candidate's withdrawal letter from the CareerSource Pinellas CEO position stated that he was concerned about the investigations. Charley added that this candidate should still be considered for this position.

After discussion, committee members identified the following six candidates to invite for interview (alphabetical order): Juditte Dorcy, John Flanagan, Patrick Graham, Charles Kolb, Rocco Tricarico, Frank Wuco.

After discussion it was agreed that these will be in-person interviews with the entire CEO Search Committee.

Teri Morrow mentioned that candidates can complete the Prove It and personality assessments while they are here for their interviews. She added that because the Committee is requiring in-person interviews some candidates may request travel expenses.

Attorney Charley Harris stated that the agency may be able to use unrestricted funds to cover candidate travel expenses. He will contact DEO for guidance. Charley added that the assessments may be public information and recommended disclosure to the candidates that their results may become public record.

After discussion it was agreed that assessments will only be done for the top two final candidates.

Chair Butler stated that staff will work with Committee members to schedule interview dates with the top candidates and requested that Board Counsel participate in all interviews. Attorney Charley Harris responded that he will do so.

Teri Morrow presented proposed interview questions for the committee to ask each candidate. After discussion committee members agreed on the proposed questions and suggested some additional questions.

It was discussed and agreed that interviews will be 50 minutes in length with 10 minutes between each scheduled interview to allow for discussion. There will be three interviews per day over two days. These interviews will be held at CSTB's North Florida Avenue location.

Teri Morrow stated that the finalized questions and a score card will be provided to each committee member. She added that each candidate should be asked the same questions in the same order and that committee members will be briefed on questions that are illegal to ask.

After discussion, it was agreed that the top two candidates will be presented to and interviewed by the full CSTB Board of Directors at the December Board meeting.

Adjournment

Chair Sean Butler ended the CEO Search Committee meeting at 11:50 a.m. and reconvened the Executive Committee meeting.