

4-11-2019

## Juvenile Welfare Board CEO Search Committee Meeting : 2019 : 04 : 11 : Minutes

Juvenile Welfare Board of Pinellas County.

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Juvenile Welfare Board of Pinellas County., "Juvenile Welfare Board CEO Search Committee Meeting : 2019 : 04 : 11 : Minutes" (2019). *Juvenile Welfare Board Agendas/Minutes*. 1030.  
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**Juvenile Welfare Board**  
Investing in children. Strengthening our community.

## **CEO SEARCH COMMITTEE MEETING**

**Thursday, April 11, 2019  
10:30 AM**

*Note: A delay in start time may occur due to preceding regular JWB Board Meeting.*

**Juvenile Welfare Board  
14155 58<sup>th</sup> Street North  
Conference Room 105  
Clearwater, FL 33760**

### **AGENDA**

#### **I. CALL TO ORDER**

#### **II. ACTION ITEMS**

- A. Accept Minutes of February 14, 2019
- B. Determine First Round Interviewees
- C. Approve Next Steps and Timeframe in the Search Process

#### **III. OPEN AGENDA**

Public Comments

#### **IV. ADJOURN**

*Notice: These meetings are subject to audio and video recording at any time.*



# Juvenile Welfare Board

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## CEO SEARCH COMMITTEE MEETING

THURSDAY, FEBRUARY 14, 2019

JUVENILE WELFARE BOARD

14155 58TH STREET NORTH

CONFERENCE ROOM 105

CLEARWATER, FL 33760

### MINUTES

**Committee Members Present:** Honorable Bob Dillinger, Superintendent Michael Grego, Honorable Bernie McCabe. Mr. Michael Mikurak, Judge Patrice Moore, Dr. James Sewell, Mrs. Susan Rolston, Honorable Karen Seel

**Also Present:** Dr. Mary Grace Duffy, JWB Consultant

#### I. Call to Order

Mrs. Susan Rolston, committee chair, called the meeting to order at 11:00 AM.

#### II. Action Items

- A. The Committee approved a process for accepting and screening resumes. With consensus, the committee decided
  - a. To post the position from February 15 to March 20 with the option of extending the submission deadline if a sufficient number of qualified applicants are not identified.
  - b. Dr. Mary Grace Duffy and the JWB human resources staff will separate all applicants into groups: those that meet minimum qualifications specified in the position description and those that do not.
  - c. Approximately two weeks into the posting, committee members will receive copies of all resumes and cover letters received to date. The documents will be separated into the meets minimum qualifications/does not meet minimum qualifications categories; however, committee members will review all

- documents and can suggest changing the category to which the individual is assigned.
- d. Individually, each committee member will select those applicants they believe have the most potential to become a viable final candidate.
  - e. The committee decided not to create an arbitrary number of high potential candidates.
  - f. This process will be repeated with the applications received during the last two weeks of the posting period.
  - g. After the conclusion of the March 20 deadline for applications, the Committee will share their selection of candidates they are recommending for further screening with each other.
  - h. The Committee will then decide on which applicants to move forward in the process.
  - i. Those names will be forwarded to HR and submitted for background screens
  - j. The applicants will be contacted to participate in a preliminary interview with the Search Committee.
  - k. Applicants who live at a distance will be interviewed by video conference; local applicants can be interviewed in person
  - l. At the conclusion of these interviews, the Search Committee will decide on final candidates. Again, members chose not to determine a specific number of finalists.
  - m. Finalists will be interviewed by the whole committee. Individuals members may also conduct individual interviews if they so desire.
  - n. The Search Committee is amenable to candidates meeting with staff, provider and community groups and will determine that process at a later meeting.

### **III. Discussion Items**

- A. The Committee discussed the revised timeline and agreed that for the present it seemed reasonable.

### **IV. Public Comment**

There was no public comment.

### **V. Adjournment**

The meeting adjourned at 11:58 A.M.