

1-10-2019

Juvenile Welfare Board CEO Search Committee Meeting : 2019 : 01 : 10 : Agenda 10:30 am

Juvenile Welfare Board of Pinellas County.

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Juvenile Welfare Board

Investing in children. Strengthening our community.

CEO SEARCH COMMITTEE MEETING

Thursday, January 10, 2019

10:30 AM

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

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

AGENDA

I. CALL TO ORDER

II. ACTION ITEMS

- A. Accept Minutes of December 10, 2018
- B. Finalize CEO Position Description for Board Review
- C. Review and Recommend Posting Sites

III. OPEN AGENDA

Public Comments

IV. ADJOURN

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



**CEO SEARCH COMMITTEE MEETING
MONDAY, DECEMBER 10, 2018**

**JUVENILE WELFARE BOARD
14155 58TH STREET NORTH
CONFERENCE ROOM 105
CLEARWATER, FL 33760**

MINUTES

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

Committee Members Absent: Honorable Bob Dillinger, Superintendent Michael Grego

Also Present: Dr. Mary Grace Duffy, JWB Consultant

I. Call to Order

Mrs. Susan Rolston, committee chair, called the meeting to order at 1:33 PM.

II. Action Items

A. The Committee discussed hiring a search firm to assist with the search. They considered whether a search firm would be able to source more candidates than would be possible if the search were conducted without a search firm, the cost of retaining a firm, and the impact on the timing of the search. The committee unanimously voted against engaging a search firm at this time. They also agreed that they would be open to reconsidering the option if the initial posting did not produce a sufficient number of qualified candidates.

Commissioner Karen Seel also offered to put the committee in touch with the Pinellas County United Personnel System as a possible source of assistance if needed.

B. The Committee reviewed a sample timeline and agreed to post the position for a six-week period and acknowledged that the first round of candidate interviews would likely be conducted in April.

C. The Committee reviewed the job posting and job description that was used in the 2013 executive director search. They agreed that the background material needed to be updated to reflect the progress and work of the JWB in the ensuing years, and that the position description should better reflect the responsibilities of a CEO as well as characteristics needed to lead JWB in the coming years. Dr. Mary Grace Duffy will work with JWB to draft a revised job posting and position description.

The Committee also brainstormed possible posting sites and professional organizations with which to share the posting information. The intent is to broadly and inclusively advertise the position.

III. Public Comment

There was no public comment.

IV. Adjournment

The meeting adjourned at 2:46 PM.

Minutes Respectfully submitted by Dr. Mary Grace Duffy, Cambridge Hill Partners, Inc.

DRAFT
(JANUARY 3, 2019)

JUVENILE WELFARE BOARD OF PINELLAS COUNTY
CHIEF EXECUTIVE OFFICER

The Juvenile Welfare Board (JWB) is seeking an innovative, experienced Chief Executive Officer (CEO) who is strongly committed to advocating for and providing services to children and families to lead the organization.

ABOUT JWB

Established by statute in 1945 and approved overwhelmingly by voters in 1946, JWB is an independent special taxing district in Florida's Pinellas County with offices in Clearwater, FL. Governed by an 11-member Board of Directors and nationally accredited through the Council on Accreditation, JWB's annual program budget of \$57 million strengthened the lives of 66,000 children and families in 2018. JWB invests in 88 programs with 49 nonprofit agencies and works collectively with partners to address the needs of children and families in Pinellas County. JWB's investments and work are focused in four strategic areas: School Readiness, School Success, the Prevention of Child Abuse and Neglect, and Strengthening Community.

For more detailed information about JWB including its annual report video and Facts at a Glance visit jwbpinellas.org. (hyperlinks will be embedded in the text.)

POSITION OVERVIEW

Under the direction of the JWB Board, the CEO is responsible for ensuring the successful implementation of the JWB mission. The CEO serves as the nexus between the JWB Board and day-to-day operations at JWB and also leads in coordinating and partnering with public entities, major funders of services, service providers and community leaders. The CEO provides leadership to the Executive Team and other direct reports and establishes accountability systems and measurements to assure effective use of the community's investment. S/he is the principle liaison to the Chair of the Board and other Board members ensuring they receive regular and timely information.

The CEO performs the functions and duties specified in the Bylaws of the Juvenile Welfare Board, and performs such other legally permissible and proper duties and functions as the Board shall from time to time assign. The Board created the following powers and duties: (as identified in the Board Bylaws 2011)

- To allocate funds in accordance with the intent of the Special Act governing JWB and all other applicable laws
- To provide, maintain, manage, and allocate funds to provide services in Pinellas County which are operated for the benefit of children and families as determined or directed by the Board in accordance with the strategic plan, annual budget, and other Board policy
- To collect information and statistical data which will be helpful to the Board in analyzing and determining the needs of children and families in the county and to consult with other agencies dedicated to the well-being of youth to prevent the overlapping of services
- To lease or buy such real estate, equipment, and personal property, and to construct such buildings as are needed, to execute the foregoing powers and duties, provided that no such purchases shall be made or building done except for cash with funds on hand
- To maintain books of account that shall be kept by the Board, or staff, and the fiscal affairs of such Board shall be audited annually by certified public accountants selected by the Board for such purpose
- To determine and adopt such policies that provide for the efficient operations of necessary administrative functions for the general improvement of conditions for children and families in Pinellas County.
- To employ and pay personnel needed to execute the foregoing powers and duties

CANDIDATE PROFILE

JWB seeks to find an innovative and strategic leader who can build and maintain relationships with community partners and residents of Pinellas County to improve the lives of children and their families. Candidates should have a commitment to data driven decision-making and experience with developing and using impact measures and metrics. The CEO should be able to articulate and implement JWB's value proposition for all constituents.

The CEO should have the following skills and attributes:

- Ability to foster, manage and leverage change to meet strategic priorities
- Understanding of, and appreciation for, an array of children's services
- Ability to be a spokesperson and advocate for children's needs
- Ability to work effectively with agencies funded by JWB
- Ability to partner with other organizations serving children and families
- Ability to lead, motivate and develop staff
- Strong budget skills

- Excellent interpersonal and communication skills
- Strategic planning skills
- Excellent analytical skills
- Ability to interact effectively with the public and media
- Strong knowledge base related to the use of technology

QUALIFICATIONS

- Bachelor's degree is required. An advanced degree in Human Services, Business Administration, Education, Public Administration or related field is highly preferred
- At least 5 years of responsible administrative or managerial experience in a mission-driven environment, preferably one related to families and children
- Significant experience as the leader of a complex organization
- Experience with the provision and administration of social services is highly desirable
- Knowledge of business and management principles involved in strategic planning, resource allocation and human resources
- Strong ability to effectively communicate the vision of JWB to staff, service providers and the community at large
- Ability to lead, motivate and develop staff
- Ability to communicate effectively with the public and the media

HOW TO APPLY

Interested candidates should submit a cover letter and resume by 5:00 p.m.

XXXX (IBD.) All materials must be submitted electronically in a Word or PDF format. Submit materials to:

ceosearch@jwbpinellas.org

The Juvenile Welfare Board (JWB) is an Equal Opportunity Employer and is an E-Verify employer.

Applicants are advised that all applications and correspondence in Florida become a matter of public record upon receipt.

POSSIBLE POSTING SITES

NEWSPAPERS

- Tampa Bay Times
- Tampa Bay Business Journals
- Miami Herald
- Orlando Sentinel
- Tallahassee Democrat
- Weekly Challenger
- La Gaceta

JWB

- Website
- Facebook
- Twitter
- Constant Contact

ASSOCIATIONS--GOVERNMENT

- Florida Association of Special Districts
- Suncoast League of Cities
- National League of Cities (*\$250 for 30 days*)
- Florida League of Cities (*no charge*)
- Florida Association of Counties (*\$100 for 60 days*)

ASSOCIATIONS—SCHOOL ADMINISTRATORS

- Florida Association of School Administrators (*\$250 for 30 days*)
- American Association of School Superintendents

GENERAL WEB-BASED POSTING BOARDS

- Indeed.com
- Ladders.com
- Glassdoor.com
- LinkedIn.com
- Monster.com
- Career Builder.com

JOB BOARDS—MISSION BASED ORGANIZATIONS ONLY

- Nonprofit Leadership Center of Tampa Bay (*\$50 for 30 days, \$85 for 60 days*)
- Work for Good (*\$100 -\$175 for 30 days depending on posting*)

- Alliance for Strong Families and Children (*\$275 for 30 days*)
- ExecSearches.com (*\$99 for 30 days; \$125 for 60 days*)