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Juvenile Welfare Board CEO Search Committee Meeting : 2019 : 02 : 14 : Minutes

Juvenile Welfare Board of Pinellas County.

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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.