

2-14-2019

## 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.