

**OFFICIAL MEETING MINUTES  
OF THE  
PALM BEACH COUNTY INSPECTOR GENERAL COMMITTEE  
PALM BEACH COUNTY, FLORIDA**

**MARCH 13, 2014**

**THURSDAY  
9:37 A.M.**

**COMMISSION  
CHAMBERS**

**I. CALL TO ORDER**

**II. ROLL CALL**

**MEMBERS:**

Salesia Smith-Gordon, R. Ph., Esq. – Chair  
Michael Kridel, CPA, CFF, CITP, CFS. – Vice Chair  
David Aronberg, Esq., State Attorney  
Carey Haughwout, Esq., Public Defender  
Clevis Headly, Ph.D. – Absent  
Michael Loffredo, Ph.D.  
Carmine Priore, D.D.S.

**STAFF:**

Wayne O. Condry, Director, County Human Resources  
Brad Merriman, Assistant County Administrator  
Sheryl G. Steckler County Inspector General  
Leilani Yan, Recruitment and Selection Manager, County Human Resources

**ADMINISTRATIVE STAFF:**

Timothy Montiglio, Deputy Clerk, Clerk & Comptroller's Office

**III. INTRODUCTORY COMMENTS**

Chair Salesia Smith-Gordon said that meeting agendas and comment cards were available to the public.

**IV. APPROVAL OF INSPECTOR GENERAL (IG) COMMITTEE MEETING MINUTES**

**IV.a. Semiannual Meeting: February 18, 2014**

**MOTION to approve the February 18, 2014, minutes as presented. Motion by Michael Kridel, and seconded by David Aronberg and carried 6-0. Clevis Headly absent.**

**V. CONTINUED DISCUSSION REGARDING RECRUITMENT FOR THE INSPECTOR GENERAL**

**V.a. Discussion**

Chair Smith-Gordon said that Inspector General Committee (committee) members had received minimum qualification information about inspector general (IG) applicants, including the top nine candidates selected by County Human Resources (HR).

Leilani Yan, HR Recruitment and Selection Manager, said that:

- Sixty-nine applications and associated materials were received by HR and distributed to committee members.
- County HR performed a cursory prescreening, considered other applicants separately, conducted questionnaires, provided null responses, and reported any incidents.
- All committee members selected their top-ten candidates and provided them to HR. The most frequently selected candidates were compiled into a frequency distribution table and provided to the committee members.
- The next steps were identifying candidates for the interview process and determining the interview dates. The new IG should be selected by June 2014.

Wayne Condry, HR Director, said that the County would pay for a candidate's transportation expense. He said that if the County's job offer was declined, the candidate was responsible for reimbursing the County.

**V.a. – CONTINUED**

**MOTION to approve continuing the recruitment discussion in Commissioner Clevis Headly's absence. Motion by Chair Salesia Smith-Gordon, seconded by Michael Kridel, and carried 6-0. Clevis Headly absent.**

Ms. Yan said that during the County's original IG selection process, nine candidates were scheduled for interviews.

Public Defender Carey Haughwout suggested that the group of the three most frequently selected applicants be approved for interviews.

Commissioner Carmine Priore said that the top seven applicants should be approved for interviews.

State Attorney David Aronberg suggested that applicants should be grouped by salary requirements since one of the applicant's minimum was \$180,000.

General Sheryl Steckler said that the advertised salary was \$180,000, that the Broward County IG's salary was \$165,000, and that the Miami-Dade IG's salary was \$190,000. She said that her starting salary was \$150,000 and that she had received a 3-percent increase in 2013.

Mr. Condry said that the committee could negotiate the IG candidate's starting salary. General Steckler said that salary negotiations should include the IG's multiple jurisdictions and that her contract only included the County responsibilities.

**MOTION to approve interviewing the top five most frequently selected applicants. Motion by Carey Haughwout, seconded by David Aronberg, and carried 6-0. Clevis Headly absent.**

Commissioner Priore suggested including the top-nine most frequently selected applicants for interviews.

Chair Smith-Gordon suggested that the committee initiate discussion pertaining to applicant Neftali Carrasquillo's qualifications.

Commissioner Priore said that Mr. Carrasquillo warranted consideration due to his municipal IG experience. Chair Smith-Gordon said that Mr. Carrasquillo's issued subpoenas, investigative findings, and recommendations of efficiency were published, and they paralleled General Steckler's efforts.

**V.a. – CONTINUED**

Vice Chair Michael Kridel expressed concern about Mr. Carrasquillo's previous two-to-three-year tenured positions across various states. He said that he placed Mr. Carrasquillo lowest of the nine applicants.

Commissioner Priore said that although Mr. Carrasquillo's work tenures were short, they covered a broad scope, including U.S. Postal Service inspection, the Department of Insurance, and his current IG position. He said that short tenures were normal in the current environment and that Mr. Carrasquillo's IG experience should be considered.

Chair Smith-Gordon suggested that the committee initiate discussion pertaining to applicant Colleen Conyngham's qualifications.

Vice Chair Kridel said that although Ms. Conyngham had a law enforcement career, she would need a learning curve for the IG's job.

State Attorney Aronberg said that Ms. Conyngham's community outreach experience separated her from the other applicants.

General Steckler said that the Office of Inspector General's (OIG) software was unique and that although the applicants would probably not have prior user experience, they should be technically competent to learn the OIG's automated systems.

**MOTION to continue discussing the four applicants in the blue, three-vote frequency zone on the frequency distribution worksheet. Motion by David Aronberg, and seconded jointly by Carey Haughwout and Commissioner Priore. Clevis Headly absent.**

Chair Smith-Gordon suggested that the committee initiate discussion pertaining to applicant Bryan Denny's qualifications. She added that Mr. Denny had two-to-three-year employment periods.

Vice Chair Kridel said that Mr. Denny was experienced with OIG operations, the United States (U.S.) Government Printing Office, and the U.S. General Services Administration.

Commissioner Priore said that he supported Mr. Denny, and he noted his performance on the Integrity and Efficiency Council of IGs.

**V.a. – CONTINUED**

Chair Smith-Gordon suggested that the committee initiate discussion pertaining to applicant Gerald Montoya's qualifications. She was concerned that Mr. Montoya's experience was more international than regional.

Vice Chair Kridel said that Mr. Montoya's resume emphasized that he was a problem solver with minimal community involvement however, he was a strong applicant.

Commissioner Priore noted that Mr. Montoya had experience supervising and conducting complex audits which would coincide with the IG's current direction.

Commissioner Michael Lofreddo expressed concern that Mr. Montoya's qualifications emphasized international experience.

Chair Smith-Gordon said that discussion on the four applicants was closed. She asked State Attorney Aronberg to restate his motion.

**RESTATED MOTION to approve voting on each applicant in the blue, three-vote frequency zone on the frequency distribution worksheet to determine whether he or she should be interviewed, to add the approved applicants to the top-five list, and to revisit the selection process if too many were chosen. Motion by David Aronberg, and seconded by Carey Haughwout.**

Vice Chair Kridel said that scheduling the nine applicants into two separate groups would take more time than scheduling them together.

Public Defender Haughwout said that the original IG hiring process was better for making informed decisions. She supported interviewing the top nine applicants.

(CLERK'S NOTE: Vice Chair Kridel inadvertently seconded Chair Smith-Gordon's clarification of the restated motion.)

Mr. Condry said that transportation expenses were the responsibility of the requesting department and that video interviewing was an alternative to transporting a candidate.

General Steckler said that transportation expenses would be the IG's responsibility and that surplus funds were available due to staff vacancies.

**V.a. – CONTINUED**

Ms. Yan said that writing exercises could be completed before the interviews through flexible scheduling or off-site proctoring.

Chair Smith-Gordon said that including each of the four additional applicants for an interview would be addressed.

(CLERK'S NOTE: The restated motion was inadvertently not called for a vote.)

**MOTION to include Neftali Carrasquillo as an interview candidate for the inspector general position. Motion by Carmine Priore, seconded by Carey Haughwout, and carried 4-2. David Aronberg and Michael Lofreddo opposed. Clevis Headly absent.**

**MOTION to include Colleen Conyngham as an interview candidate for the inspector general position. Motion by Michael Kridel, seconded by Carmine Priore, and carried 6-0. Clevis Headly absent.**

**MOTION to include Bryan Denny as an interview candidate for the inspector general position. Motion by Michael Kridel, seconded by Carmine Priore, and carried 6-0. Clevis Headly absent.**

**MOTION to include Gerald Montoya as an interview candidate for the inspector general position. Motion by Carmine Priore, seconded by Michael Kridel, and carried 5-1. Michael Lofreddo opposed. Clevis Headly absent.**

Mr. Condry said that transportation within the U.S. or Skype video conferencing could be utilized for candidate interviews.

Chair Smith-Gordon suggested that committee members recommend other candidates from the Frequency Distribution Worksheet.

Commissioner Lofreddo said that Michael Murawski was an inspector general for another Florida county.

**MOTION to approve the nine applicants as recommended by the committee. Motion by Carmine Priore, seconded by Michael Kridel, and carried 6-0. Clevis Headly absent.**

**V.a. – CONTINUED**

Vice Chair Kridel said that Mr. Murawski had 13 years of prosecution experience with Miami-Dade County's Commission on Ethics and Public Trust. He said that the IG's requirements were broader than those of a prosecutor, although he included Mr. Murawski in his top-ten choices.

State Attorney Aronberg said that he recommended Mark Trouville but did not see his name listed in the Frequency Distribution list.

Vice Chair Kridel said that one of Mr. Murawski's staff members also applied for the IG position and that Mr. Murawski was present during a period of turmoil in the Miami Division of the U.S. Drug Enforcement Agency.

**MOTION to close the applicant nomination discussion. Motion by Carmine Priore, seconded by Michael Kridel, and carried 6-0. Clevis Headly absent.**

**V.b. Public Comment**

**V.b.1.**

**DISCUSSED:** Inspector General Candidate Interviews.

Iris Scheibl said that inspector general candidate interviews should be scheduled for April 2014 instead of May 2014. She said that during the IG interview process, public comments about the candidates should be heard before a final vote.

General Steckler said that:

- Due to committee coordination, April interview dates could not be scheduled.
- Completing the interviews by May 9, 2014, would allow a June 2014 start date for the new IG.
- The committee had to publicly agree on the interview schedule dates.
- Commissioner Headly would be available after May 1, 2014.

### **V.b.1. – CONTINUED**

Chair Smith-Gordon said that the committee members had chosen May 8 and 9, 2014, for scheduling interviews. She added that by adhering to the Florida statute, public comments heard during the interviews would be limited to three minutes.

Public Defender Haughwout said that group representatives could address the committee and that before making decisions after the interviews, public comment should be heard. She said that the previous IG interview process was more informal with committee members receiving information individually.

**MOTION to allow public comment after the interview process using comment cards, a three-minute limit per speaker, and group representatives to address the committee. Motion by Carey Haughwout, and seconded by Michael Lofreddo.**

Commissioner Priore said that the public could lobby for a candidate within the three minutes.

**UPON CALL FOR A VOTE, the motion carried 6-0. Clevis Headly absent.**

Ms. Yan said that:

- Candidate questions and exercises would be sent to the committee members before the interviews to solicit input and familiarize members with the interview process.
- The finalized procedures and process materials would be provided to committee members in time for the interview schedule.
- Committee members should bring only the candidate applications to the interview sessions.
- Candidates would be provided two minutes for introductions, backgrounds, and credentials.
- The committee had seven minutes to ask follow-up questions based on the candidates initial responses.
- Each interview would be scheduled for 45 minutes. Follow-up questions for candidates and the committee were allowed.



**V.b.1. – CONTINUED**

- General Steckler's insight would be utilized for interview content.
- The application materials were public record except specific contact information.

Mr. Condry said that applicant information was redacted prior to committee member distribution.

General Steckler said that she would be available during the interview process.

**VI. NEW BUSINESS**

**VI.a. Discussion – None**

**VI.b. Public Comment – None**

**VII. ADJOURNMENT**

**MOTION to adjourn the meeting. Motion by Carmine Priore, seconded by Michael Kridel, and carried 6-0. Clevis Headly absent.**

**At 10:38 a.m., the chair declared the meeting adjourned.**

APPROVED:



Chair/Vice Chair