

4A-2

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

Meeting Date: May 6, 2014

☐ Consent☒ Regular☐ Ordinance☐ Public Hearing

Submitted By: Administration

**I. EXECUTIVE BRIEF**

Motion and Title: Staff requests Motion to:

1. Adopt a Resolution establishing the County Administrator Selection Advisory Committee.
2. Approve Scope of Services and direct staff to proceed with a Request for Proposal (RFP) for the selection of an Executive Search Consultant to coordinate the search for the new County Administrator.

**Summary:** County Administrator Robert Weisman will retire from Palm Beach County government in August 2015. In March 2014, County Staff presented to the Palm Beach County Board of County Commissioners (BCC) options for administering a selection process for a replacement for Mr. Weisman. The BCC recommended formation of a County Administrator Selection Advisory Committee (Committee), and use of an Executive Search Consultant to conduct a nationwide recruitment for Mr. Weisman's replacement. County Staff drafted a timeline of activities to implement the County Administrator selection process. The timeline commences with BCC approval in May 2014 to advertise an RFP to select and contract with an Executive Search Consultant. Interviews with finalists are projected to occur in early 2015, with a start date of the new County Administrator projected to be approximately 30 days prior to Mr. Weisman's retirement date. (Countywide) DO

**Background and Justification (or Policy Issues):** Staff is recommending a nine (9) member County Administrator Selection Advisory Committee (Committee) established by resolution of the BCC. This Committee will be advisory in nature and will provide input to the Executive Search Consultant selected by the County to conduct the search for the County Administrator.

- Staff recommends the Committee be composed of nine (9) members as follows: Seven (7) nominations from the Board of County Commissioners and two (2) at large; specifically, one (1) from each of the seven (7) County Commissioners, one (1) from the Palm Beach County League of Cities and one (1) from the Economic Council of Palm Beach County. The Mayor's appointee will serve as the Committee Chair.
- The Committee will be advisory in nature and will provide input to the Executive Search Consultant selected by the County to conduct the search for the County Administrator. Duties shall include, but not be limited to: assistance in the development of the selection criteria for the position; identification of advertisement opportunities; assistance in the identification of individuals selected for interview ("short list"); development of selection instruments (written exercises, interview questions, etc.); other duties related to the selection process as identified by the Executive Search Consultant.

Attachments:

1. Resolution
2. Scope of Services

Approved By:

  
Assistant County Administrator

4/30/14  
Date

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

Fiscal Years	20____	20____	20____	20____	20____
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____
No. ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included In Current Budget? Yes \_\_\_\_\_ No \_\_\_\_\_  
Budget Account No.: Fund \_\_\_\_\_ Department \_\_\_\_\_ Unit \_\_\_\_\_  
Object \_\_\_\_\_ Reporting Category \_\_\_\_\_

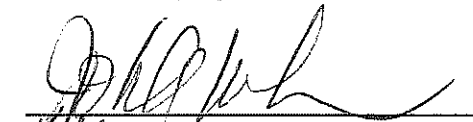
### B. Recommended Sources of Funds/Summary of Fiscal Impact:

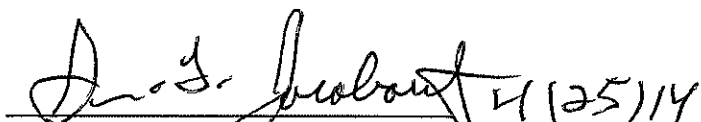
### C. Departmental Fiscal Review:

## III. REVIEW COMMENTS


### A. OFMB Fiscal and/or Contract Dev. and Control Comments:

*No fiscal impact.*

  
\_\_\_\_\_  
OFMB  
4/23

  
\_\_\_\_\_  
Contract Dev. and Control  
4-25-14 Bicknell

### B. Legal Sufficiency:

  
\_\_\_\_\_  
Assistant County Attorney

### C. Other Department Review:

\_\_\_\_\_  
Department Director

REVISED 9/03

ADM FORM 01

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)

**Continued from page 1:**

The Executive Search Consultant scope of work will include, but not be limited to: gathering input from Commissioners; development of a community/job profile; design/develop recruitment strategy and collateral materials; perform advertisement placement/candidate engagement activities; screen resumes; present semifinalists for BCC review; work with BCC to short list candidates; perform extensive reference and background checks on short list group; facilitate one-on-one candidate interviews with BCC, coordinate any meetings with County staff, Constitutional officers, the public, business and private interest groups; design/develop interview process, Interview Procedures Guide and backgrounds on top candidates to BCC; implements public interviews, assists in salary negotiation; and any other related duties that may be required.

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA; PROVIDING FOR THE CREATION OF THE COUNTY ADMINISTRATOR SELECTION ADVISORY COMMITTEE; PROVIDING FOR MEMBERSHIP; PROVIDING FOR MEETINGS AND ORGANIZATION; PROVIDING FOR MEMBER REMOVAL; PROVIDING FOR DUTIES AND FUNCTIONS; PROVIDING THAT COMMITTEE ACTION IS ADVISORY ONLY; PROVIDING FOR ASSISTANCE TO THE COMMITTEE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFORMANCE WITH THE UNIFORM POLICIES AND PROCEDURES FOR ADVISORY BOARDS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners of Palm Beach County desire to create the County Administrator Selection Advisory Committee, to assist the Consultant selected to coordinate the search for the new County Administrator;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, THAT:**

**Section 1. Creation of the County Administrator Selection Advisory Committee.**

There is hereby established an Advisory Committee to be known as the County Administrator Selection Advisory Committee, which shall serve at the pleasure of the Board of County Commissioners of Palm Beach County until such time as the County Administrator is employed by the Board of County Commissioners of Palm Beach County.

**Section 2. Membership:** The County Administrator Selection Advisory Committee ("Committee") shall consist of nine (9) members appointed by the Board of County Commissioners of Palm Beach County. Appointments shall be based upon nominations from the following:

- a. Seven (7) nominations from the Board of County Commissioners and two (2) at large;  
One (1) from each of the (7) County Commissioners, one (1) from the Palm Beach County League of Cities and one (1) from the Economic Council of Palm Beach County. The Mayor's appointee will act as the Committee Chair.
- b. Nominees shall be a resident of Palm Beach County, should have knowledge of public administration and government operations, and shall be committed to serve the needs of the committee and citizens of Palm Beach County.

**Section 3. Meetings and Organization.** The Committee shall establish a time and place for holding meetings as may be necessary and shall adopt such rules of organization and procedure as may be required. Meetings shall be governed by Robert's Rules of Order.

Members shall be governed by the applicable provisions of the State Ethics Code and the Palm Beach County Code of Ethics. A majority of members currently appointed to the Committee shall constitute a quorum for the transaction of business and the concurrence of a majority of members present and voting shall be required to take any official action. All meetings of the Committee and any of its subcommittees shall be open to the public, duly advertised and otherwise comply with all applicable requirements of Florida's "Sunshine" Law as set forth in Chapter 286 Florida Statutes. Minutes shall be taken at each meeting.

**Section 5. Removal.** All members serve at the pleasure of the Board of County Commissioners of Palm Beach County and may be removed without cause upon majority vote by the Board of County Commissioners of Palm Beach County. Any member that fails to attend three (3) consecutive meetings or that fails to attend more than one-half of the meetings scheduled during a calendar year shall be automatically removed for lack of attendance. Participation for less than three-fourths of a meeting shall be the same as failure to attend a meeting.

**Section 6. Duties and Functions.** The Committee shall assist the Consultant selected by the County to conduct the search for the County Administrator. Duties shall include, but not be limited to: development of the selection criteria for the position; identification of advertisement opportunities; identification of individuals selected for interview ("short list"); development of selection instruments (written exercise(s), interview questions, etc.); and other duties related to the selection process as identified by the Consultant.

**Section 7. Committee Action Advisory Only.** The actions, decisions, and recommendations of the Committee shall not be final or binding on the Board of County Commissioners of Palm Beach County but shall be advisory only.

**Section 8. Assistance to the Committee.** The Committee may call upon any department or other agency of the County, regional, state, federal, or local governments for information or advice in the performance of its work. Staff from County Administration and Human Resources shall provide administrative support to the Committee. The County Attorney's office shall act as legal counsel to the Committee at all its meetings and shall provide such legal advice and assistance as may be requested by the Committee.

**Section 9. Severability.** If any section, sentence, clause, phrase, or word of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holdings shall in no way affect the validity of the remaining portions of this Resolution.

**Section 10. Uniform Policies and Procedures of Advisory Boards.** The Committee shall be subject to the uniform policies and procedures established by the Board of County Commissioners of Palm Beach County for Advisory Boards as currently set forth in Resolution No. 2013-0193, as may be further amended by action of the Board of County Commissioners of Palm Beach County.

**Section 11. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its adoption.

The foregoing Resolution was offered by Commissioner

\_\_\_\_\_ who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_ and upon being put to a vote, was as follows:

	ABSENT	AYE	NAY
COMMISSIONER Priscilla A. Taylor, Mayor	_____	_____	_____
COMMISSIONER Paulette Burdick, Vice Mayor	_____	_____	_____
COMMISSIONER Hal R. Valeche	_____	_____	_____
COMMISSIONER Shelley Vana	_____	_____	_____
COMMISSIONER Steven L. Abrams	_____	_____	_____
COMMISSIONER Mary Lou Berger	_____	_____	_____
COMMISSIONER Jess R. Santamaria	_____	_____	_____

The Mayor thereupon declared the Resolution duly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

PALM BEACH COUNTY, FLORIDA,  
BY ITS BOARD OF COUNTY  
COMMISSIONERS

BY: \_\_\_\_\_

County Attorney

\_\_\_\_\_  
Sharon Bock, Clerk & Comptroller

## SCOPE OF SERVICES

**Objective:** The Palm Beach County Board of County Commissioners (BCC) is seeking proposals from an Executive Search Consultant (Consultant) to provide full recruiting services for the purpose of filling the County Administrator position. The ideal Consultant will have proven experience working with local governments, specifically Counties and more specifically with the position of County Administrator. The County has not conducted recruitment for this position. It is anticipated that the retiring County Administrator stay on through the search process or August 30, 2015, whichever comes first. The County desires a nationwide search be conducted for the most qualified candidates to fill the position of County Administrator. Candidates should have experience with local government (i.e, counties or municipalities). The BCC has established a 'County Administrator Selection Process Advisory Committee' (Advisory Committee) comprised of BCC designees inclusive of individuals from the Palm Beach County League of Cities and from the Economic Council of Palm Beach County. The Advisory Committee will provide input to the Consultant to assist in development of the selection criteria for the County Administrator position; identification of advertisement opportunities; identification of individuals selected for interview; development of selection instruments (written exercise(s), interview questions, etc.); and other duties related to the selection process as identified by the Consultant. The Consultant's scope of work may include, but not be limited to, meetings with the BCC, the Advisory Committee, and other stakeholders deemed necessary by the BCC or Advisory Committee, to determine desired qualifications, skills and experience of potential candidates. The contract between the Consultant and the County will include the final negotiated scope of services and fee.

**EVALUATION METHOD:** The County will evaluate proposals using the scoring criteria detailed in this document. Failure to provide requested information may result in the rejection of the proposal, or a deduction in evaluation points at the sole discretion of the evaluation committee.

**COST AND PRICING:** Cost or pricing elements must be included in the proposal. Cost and pricing are considered during the evaluation process as detailed in the evaluation criteria. Proposers shall outline a pricing schedule that identifies all pricing elements and delineates all costs to the County for the acquisition of these services.

**EVALUATION CRITERIA:** Each proposal will be evaluated for full compliance with the RFP instructions to the proposer and any mandatory terms and conditions set forth within the RFP document. The objective of the evaluation will be to recommend the highest ranked Consultant who is responsive and responsible to the RFP. Evaluation points will be assigned as follows:

### EVALUATION CRITERIA MAXIMUM POINTS:

Experience/Qualifications, Background/References – Specific Experience and references for County Administrator recruitment experience. Experience with Administrator searches for counties similar to Palm Beach County in size and scope of services. 30 Points

Project Approach/Methodology – Demonstrated understanding of the scope of services, the Consultant's corresponding adaptability to perform the work, the project approach and demonstrated solutions to providing complete, comprehensive recruitment services. 25 Points

Key Personnel and Operations – Qualifications and prior job experience of staff members in similar work with an emphasis on Florida County Administrator recruiting. 15 Points

Price Proposal 15 Points

SBE Participation 10 points

Locality 5 points

Sub-Total Points 100 Points

**INTERVIEWS OR PRESENTATIONS:** The County reserves the right to use interviews or presentations as a means to make a final selection. The County will determine the need for interviews or presentations and if requested, interviews or presentations are made at the expense of the responding proposers.

**TASKS -** The Consultant should provide the following services as a minimum but not limited to:

- a. Hold one-on-one interviews with County Commissioners to develop a comprehensive, detailed profile of the ideal County Administrator candidate for the County.
- b. Hold meetings with the Advisory Committee.
- c. Compile the findings of the one-on-one interviews and meetings into a formal report to submit to the BCC.
- d. Develop a strategy for carrying out the recruitment, with strong emphasis on outreach activities to encourage applicants from diverse backgrounds to apply, ad placement, solicitations to passive qualified potential candidates, and marketing the position through a variety of methods.
- e. Identify potential contacts and conduct personal outreach recruiting.
- f. Reviewing resumes for background/qualifications and salary expectations, followed by telephone interviews to clarify each applicant's experience and to prepare a written summary of strong semifinalists to recommend to the BCC.
- g. Compliance with appropriate personnel regulations and state laws (i.e., ADA).
- h. Respond to all candidate inquiries and produce all correspondence throughout the search.
- i. Assist BCC in determining top candidates as finalists.
- j. Evaluate top candidates for serious consideration by conducting in depth reference checks with individuals who are or have been in the position to evaluate the candidate's job performance.
- k. Optional Service Ascertain the candidate's strength in personal dimensions identified by a profile conducted by the Consultant.
- l. Coordinate and conduct any events/meet and greet activities between candidates and stakeholders (e.g., County staff, other Constitutional officers, the public, business and private interest groups).
- m. Produce an Interview Procedures Guide for the BCC, finalize a public meeting process with the County for interviews, and coordinate applicants' participation in interviews.
- n. Coordinate and conduct public meeting interview process.
- o. Debrief with the BCC following interviews and identify additional candidates if necessary.
- p. Verify selected candidate's educational background, and conduct criminal, litigation, financial, and newspaper, and civil litigation check.
- q. Notify rejected applicants.
- r. Reinitiate a one-time additional executive search, at no fee to the County, if successful candidate leaves County employment within one (1) year of placement. The County may entertain alternate proposals that achieve the County's purpose of obtaining a successful placement.
- s. Coordinate with County staff on the compensation and relocation negotiations with finalist.

Information that is to be included in the Search Proposal:

- a. Provide a detailed, comprehensive presentation of the approach to be used by the Consultant to accomplish the search.
- b. Discuss the method used by the Consultant to communicate and work with local government.
- c. Specify the information the Consultant requires from Palm Beach County to enable the firm to conduct the search.
- d. Discuss methods used to identify diverse prospective candidates and promote their interest in applying.

Proposed County Time Table – The following is a time table prepared by County staff of the recruiting process. It is highly desirable the new candidate begins work in August 2015.

- September/October 2014 – BCC Award of Contract to selected firm
- January 2015 – Selected recruiting firm meets with BCC in one-on-one sessions, and meets with County Administrator Selection Process Advisory Committee to gather input



- February 2015 – Dissemination of the optimum candidate profile to the BCC and BCC approval of the profile, salary, and recruitment strategy and timeline
- March/April 2015 – Recruitment strategy implemented, resumes received and reviewed
- Late April 2015 – Presentation of strong semifinalists to BCC, Top group identified
- Early May 2015 – Vetting of Top group
- Mid-May 2015 – Interview Procedures Guide and Short List Candidates' collateral reports provided to the BCC by the recruiting firm
- May 2015 – Public Interviews / Selection
- Late May/Early June 2015 – Negotiate Salary
- June/July 2015 – Notice given by selected candidate
- August 2015 – New County Administrator begins work

Salary – If needed for calculating cost of services, the retiring County Administrator is receiving an annual salary of approximately \$259,000.

County Due Diligence – The County reserves the right to perform its own background and/or reference checks of any candidates selected by the recruiting firm. These checks will be in addition to background and reference checks performed by the Consultant.