

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: **September 14, 2021**

<input type="checkbox"/>	Consent	<input checked="" type="checkbox"/>	Regular
<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Public Hearing

Department: **County Attorney's Office**

Submitted For: **County Administration**

I. EXECUTIVE BRIEF

Motion and Title: **Staff recommends a motion to approve** Amendment No. 2 to the Employment Contract between Palm Beach County and Verdenia C. Baker, County Administrator, R-2015-0897), and providing for a term commencing August 26, 2022 through August 25, 2027.

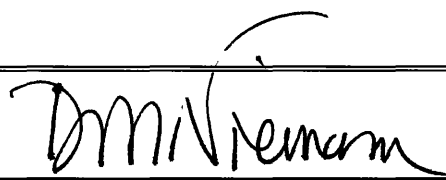
Summary: This Amendment provides for the Administrator's services through August 25, 2027. This is a five (5) year extension and the current contract expires August 25, 2022. The Amendment also provides for a special salary adjustment of fifteen (15) percent, conversion of up 80 hours of sick leave to vacation leave annually, and a contribution to the monthly base salary of \$550 in lieu of monthly car allowance. This year marks completion of thirty-four (34) years as a County employee and six (6) years as Administrator. Current salary is \$307,467.68. Countywide (DO)

Background and Justification: Attached is a review of activities of the past four (4) years addressing Board goals and the function of the Administrator's Office, and a salary survey of comparative persons.

Attachments:

1. Amendment No. 2
2. Goals and Performance
3. Salary Survey

Recommended By: _____



County Attorney

9/10/21

Date

Approved By: _____

N/A

Date

II. FISCAL II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2021	2022	2023	2024	2025
Capital Expenditures					
Operating Costs					
External Revenues					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT					
# ADDITIONAL FTE					
POSITIONS (CUMULATIVE)					

Is Item included in current budget? Yes No

Does this Item include the use of federal funds? Yes No

Budget Account No.:

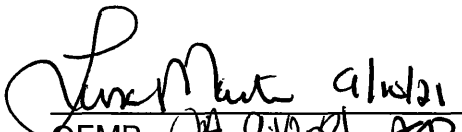
Fund **0001** Agency **260** Organization **2100** Object _____


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

C. Departmental Fiscal Review:

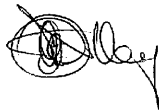
III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development & Control Comments:

 9/10/21
OFMB CA 9/10/21 ASD 9/10/21

 9/10/21
Contract Dev & Control

B. Legal Sufficiency



Assistant County Attorney

C. Other Department Review

Department Director

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

Amendment No. 2 to
Employment Contract between Palm Beach County
and Verdenia C. Baker, County Administrator

This Amendment, made and entered into this 14th day of September, 2021, by and between Palm Beach County, a political subdivision of the State of Florida, through its Board of County Commissioners (hereinafter “Board”) whose address is 301 N. Olive Avenue, West Palm Beach, Florida, 33401, and Verdenia C. Baker (hereinafter also referred to as “Administrator”) an individual residing at 2231 Ridgewood Circle, Royal Palm Beach, Florida, 33411.

WITNESSETH

WHEREAS, the parties hereto have previously entered into an employment contract dated July 7, 2015; and

WHEREAS, that contract was first amended on the 16th day of May 2017; and expires on August 25, 2022; and

WHEREAS, the parties hereto desire to amend said contract to extend the term of service,

NOW, THEREFORE, in consideration of the promises and of the mutual covenants hereinafter set forth and for such other good and valuable consideration the receipt of which the parties hereto expressly acknowledge, the parties covenant and agree to the following terms and conditions:

1. Paragraph 1 of the Contract is amended as follows:

1.1 The Board shall continue to employ Verdenia C. Baker as the Palm Beach County Administrator pursuant to Section 2.4 of the Palm Beach County Charter, for a period of five (5) years beginning on August 26, 2022, subject to the renewal provisions set forth in Section 5 of this Contract.

1.2 The Administrator shall serve at the pleasure of the Board and nothing in this Contract shall prevent, limit, or otherwise interfere with the right of the Board to terminate the services of the Administrator, subject to the provisions set forth in Section 6 of this Contract.

2. Paragraph 3 of the Contract is amended as follows:

3.1 The Board shall pay the Administrator a special salary adjustment of fifteen (15) percent effective on August 26, 2022, and a continuing annual contribution into the NACo

Deferred Compensation Program in the maximum amount allowed by law, inclusive of any catch-up provisions. The Administrator will otherwise receive salary increases at the same percentage as other County employees.

3.2 The Board shall pay the Administrator an additional contribution to her base salary in lieu of car allowance, in the amount of \$550 per month.

3.3 The Board shall provide the Administrator with all the benefits accruing to County employees under the County's Merit Rules and Regulations for administrative positions, except to the extent modified by this Agreement. Notwithstanding the above, Administrator may convert any sick leave, not to exceed 80 hours annually, to vacation leave.

3. All other terms and conditions of the Contract shall remain in full force and effect.

4. This Amendment shall be effective upon execution hereof by the parties hereto.

IN WITNESS WHEREOF the parties hereto have set their hands and seals on the day set forth above.

ATTEST:
JOSEPH ABRUZZO, CLERK


PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS


By: _____
Deputy Clerk

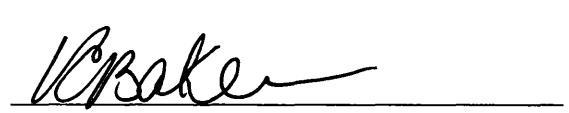
By: _____
Mayor

WITNESSES FOR ADMINISTRATOR:

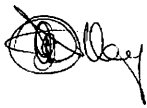
ADMINISTRATOR:







APPROVED AS TO FORM
AND LEGAL SUFFICIENCY


By: _____
Chief Assistant County Attorney

**Verdenia C. Baker, CGFM
County Administrator**

**Summary of Accomplishments
May 2017 – September 2021**

Mayor, Vice Mayor and Members of the Board, I would like to thank you for the opportunity to serve you and the residents of Palm Beach County. I have served as the County Administrator for the last six (6) years, which consisted of an original contract of two (2) years and Amendment One (1) to my contract for five years. County staff, inclusive of the County Attorney Office, continues to work as an outstanding team and continues to be invaluable in all of the county's successes. As a result, I would like to highlight some of my accomplishments within the last four (4) years of my five (5) year extension of the current contract. Below are some highlights (not all inclusive) of my achievements.

Incident Commander (Hurricanes, Cold Weather and POTUS)

- **Activated EOC, staff, evacuated the residents of PBC Glades area and opened 14 shelters for Hurricane Irma. Worked very closely with the former Governor Scott, FDEM and National Guard to protect county residents.**
- **Activated EOC, staff, 11 shelters, and coordinated with the Port, Customs and Border Patrol, Law Enforcement, Health Department, Health Care District, FDEM and other**

non-profits as it related to Hurricane Dorian and residents from the Bahamas.

- **Activated EOC, staff and 6 shelters for Hurricane Isaias. Worked very closely with FDEM to protect county residents.**
- **Activated cold weather shelters 7 nights over the last four (4) years.**
- **Collaborated with the Sheriff, Secret Service and Town of Palm Beach on the protection of the former POTUS and our residents, as well as, minimizing the impact of road closures. Further, coordinated with Film Commissioner and staff on the permitting of out of county media during the former POTUS visits.**

Incident Commander during COVID-19 (on-going)

- **Serving as Incident Commander during Covid-19 Pandemic from March 2020 through present. Strategically work with the Mayor and the Board in issuing Declaration of Emergency(s) and executive orders. Lead county staff effort in preparing, implementing, evaluating, monitoring and modifying orders as necessary. Developed partnerships with FDEM, Health Care District, Florida Department of Health, PBCFR, Municipalities and their Fire Departments to provide testing, vaccinations and treatments for our residents (including homebound**

residents). Collaborated with the business and HOA communities in the closing and re-opening of establishments. Created cross-functional and multi-jurisdictional education and enforcement teams to assist businesses in operating within the rules of executive orders. This allowed businesses and other entities to re-open safely. Regularly coordinated Covid-19 plans with Administrators from Monroe and Broward Counties and the Strong Mayor from Miami-Dade. County held and continues to hold weekly conference calls with Cities and Legislative Delegation, when required. Created a Covid-19 webpage to host all relevant Covid-19 information on the County's website. Issued daily updates until the original Declaration of Emergency ended earlier this year. We issue hospital strategic metrics on a daily basis as a result of the current Declaration of Emergency. We work closely with CEOs of the hospitals to ensure the lines of communications remain open to better serve our residents during critical times. Covid-19 metrics are now reported once a week due to a change in State reporting. In addition, Dr. Alina Alonso, Director of Florida Department of Health and Mary Blakeney, Director of Emergency Management report out at designated BCC meetings. And a significant number of press conferences have been consistently held during the pandemic to keep the public informed.

Administration

- **Developed, recommended categories to BCC and implemented programs in compliance with guidelines and partnerships to expend \$260 Million in CARES federal funding. This required staff implementing new and expanding programs such as, but not limited to, business grants, feeding programs, providing PPEs, mortgage and rental assistance, testing, broadband, cultural grants, and other programs. New portals were created for our housing and business grant programs. These programs were sought by other Counties.**

- **Developed and recommended categories to BCC for expenditure of American Recovery Act Plan (ARPA). Currently in the process of creating programs within the approved categories with input from appropriate stakeholders prior to bringing programs back to BCC for approval.**

- **Continued to implement the Infrastructure Sales Tax program in a transparent manner. The Oversight Committee continues to meet and provide oversight of the program.**

- **Allocated \$5 million annually for funding of Workforce Housing in Ad Valorem funding.**

- **Maintained the County's and Water Utilities AAA bond rating.**

- **Submitted a balanced budget for the last four years and held the millage rate to 4.7815. This millage rate has been held constant for 11th years.**

- **Implemented new S/MWBE Ordinance in 2019.**

- **Completed and implemented Palm Tran's Route Maximization program.**

- **Opened interim housing for the homeless at the Lewis Center Annex off Weisman Way and removed the homeless camp from John Prince Park.**

- **Opened homeless In-Take Center in Belle Glade and a Non-Congregate Shelter facility in Pahokee to serve the Glades.**

- **PBC Ordinance approved allowing for a Needle Exchange Program to be implemented in compliance with the Infectious Disease Elimination Act passed by the Legislature in 2019.**

- **Worked in conjunction with the Health Care District and JFK North to create the Addiction Stabilization Unit (ASU).**

- **Office of Resilience is operational and collaborating with Cities in PBC and our Regional partners.**
- **Additional BCC Directives that have been completed or in process are presented to the BCC at the 1st meeting of the month.**
- **Continued to perform the basic day to day operations during this period of time including, but not limited to, budget process, agenda process, human resources, interaction with the residents on issues, presenting to community organizations, business community, representing the county on a local, state and national level.**

Staffing Development

- **Established the Office of Strategic Planning and Performance Management**
- **Continued to fill key vacant positions as critical staff retire or leave the county for other opportunities.**
- **Paid Family Medical Leave implemented**
- **Evergreen Salary and Compensation study completed and Phase 1 implemented, Phase 2 effective as of October 1, 2021 and anticipate Phase 3 to be implemented October 2022.**
- **Implemented \$15.00 per hour minimum for any entry level position.**
- **Continued to expand the county's internship program.**
- **Racial Equity Training has been held for senior management. Training continues to be offered to designated county employees.**
- **The Office of Diversity, Equity and Inclusion has been established and anticipated to be operational by early 2022.**

Again, thank you for leadership and support over the last six years. The accomplishments identified above and many others were achieved with your leadership and the very talented and dedicated county staff.

Verdenia C. Baker, CGFM
County Administrator
Proposed Goals

- **Continue to implement BCC directives in an effective and timely manner.**
- **Plan a successful Economic Summit for Spring 2022.**
- **Continue to incentivize businesses to relocate, expand and create new businesses throughout the county.**
- **Continue to evaluate and implement strategies that will educate and incentivize residents to get vaccinated as soon as possible and achieve a full vaccinated rate of 80% or better.**
- **Transition Behavioral Health Provider Programs and Contracts to the Health Care District.**
- **Hire staff for the Office of Diversity, Equity and Inclusion.**
- **Finalize agreement between the County, UF and City of WPB for the downtown Urban Campus.**
- **Continue to refine the County's workforce/affordable/middle class housing programs.**

- **Work with community partners to improve countywide initiatives to address workforce/affordable middle class housing.**
- **Implement ARPA programs under the appropriate categories.**
- **Complete construction and opening of the Lewis Center Resource Center 2.**
- **Continue to build relationships with strategic partners within the County, Region, State and National level.**
- **Finalize the plans of the Racial Lynching Monument and Markers.**
- **Continue succession planning for key positions, enhance effort to recruit and retain hard to fill positions.**
- **Maintain a fiscally responsible budget.**
- **Provide administrative support for all county programs.**

Palm Beach County	County Administrator	October, 1987	1,524,560	307,468	\$500/mo	Deferred comp, car allowance, cell stipend, raises as approved for other staff
Brevard County	County Administrator		606,392	206,442	\$450/mo	Dues and subscriptions, professional travel and committee meetings paid as deemed appropriate by board
Broward County	County Administrator	eff. March, 2022	1,966,120	368,892	\$735/mo	max deferred comp, professional associations
Leon County	County Administrator	May, 1995	297,432	303,176	\$7,200	Cell allowance, car allowance, additional life insurance, merit increase considered annually
Collier County	County Administrator	May, 2021	398,304	213,713	N/A	N/A
Escambia County	County Administrator	May, 2019	320,740	191,016	\$500/mo	Health and retirement benefits
Orange County	County Administrator	February, 1999	1,417,280	275,995	N/A	\$15,000 in deferred comp, 2 weeks' vacation converted to cash each year if not taken, up to 40hrs admin leave (calendar year) , professional memberships
Pasco County	County Administrator	March, 2017	583,661	220,000	\$450/mo	457, car allowance \$100K additional life, health paid by County (*2017 figures)
Pinellas County	County Administrator	October, 2018	978,872	283,774	\$7,200/yr	deferred comp, vacation bank (208 hrs upon hire)
Hillsborough County	County Administrator	April, 2011	1,512,070	277,000	\$500/mo	\$15,000 deferred comp, paid health insurance premiums
Lee County	County Manager	July, 2013	802,791	270,423	N/A	20 weeks severance pay, paid sick (as well as vacation) upon termination,
Manatee County	County Administrator	April, 2021	420,985	199,000	\$450/mo	\$150,000 Life Insurance policy
Martin County	County Administrator	December, 2010	219,000	184,671	\$6,000/yr	\$25,000 annually in deferred comp, \$100K life insurance
Miami-Dade	Deputy Mayors - 4 pos.	Nov-Dec, 2020	2,721,110	\$270,000 (avg.)	N/A	N/A
Monroe County	County Administrator	May, 2008	73,170	232,540	N/A	Benefits mirror general employees
Nassau County	County Administrator	2004	94,003	166,502	N/A	\$250/year of service in longevity pay, premium paid for base plan for family health coverage, Board pays for professional/certifications/organization dues & professional travel
Polk	County Administrator	July, 2006	761,137	227,699	N/A	N/A
Sarasota County	County Administrator	April, 2017	448,568	213,075	\$500/mo	Max deferred comp, life ins. 3xsalary, Business exp. up to \$2,400 annually, \$92 cell stipend
St. Lucie	County Administrator	November, 2014	344,041	199,201	\$300/mo	ICMA/FCMA membership and other prof. development approved by board, Board pays 4.84% of salary to deferred comp each pay period
Volusia County	County Manager	February, 2019	561,650	228,094	\$500/mo or car	Max deferred comp, county vehicle, professional dues, subscriptions, dues for professional associations
						\$300,000 term life, \$1,500/year to purchase supplemental life, disability insurance/60% of income, \$12,000 contributions for deferred compensation, car provided, \$1,000 monthly for "costs associated with the performance of his duties," 22 days of vacation, professional memberships and conferences,
Palm Beach County Schools	Superintendent	March, 2018	192,533 (students)	306,167	car provided	
City of Boca Raton	City Manager	not provided	100,125	270,438	\$6,000	not provided
City of Palm Beach Gardens	City Administrator	2001	54,000	296,686	car provided	not provided
City of West Palm Beach	City Administrator	2019	110,000	251,450	\$6,000 or car	not provided