

AGENDA ITEM SUMMARY

Meeting Date: May 20, 2025 ☐ Consent ☒ Regular
 ☐ Workshop ☐ Public Hearing

Department: Human Resources Department

Submitted By: Palm Beach County Administration

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

A) an Amendment to the Board of County Commissioners (BCC) Plan outlining the recruitment and retention process for the County Administrator position. The County Administrator Task Force (CATF) is requesting to extend the duration of the CATF interviews from 20 minutes to a maximum of 45 minutes per applicant; and

B) an Amendment to Resolution R2025-0509, Section 5 Duties and Functions; recommending not more than six (6) applicants to the BCC in lieu of the five (5) as originally approved.

Summary: The Plan was designed by the BCC for outlining the recruitment and retention process for filling the County Administrator position on March 18, 2025. The Plan was amended by the BCC on March 27, 2025. As part of the Plan, the CATF is tasked with conducting interviews of the selected applicants with an allotted time of 20 minutes each; allowing two (2) minutes for opening remarks and two (2) minutes for closing remarks. On April 8, 2025, Resolution 2025-0509 was adopted and approved by the BCC, stating the CATF shall select no more than five (5) applicants for recommendation to the BCC. On May 14, 2025, the CATF completed the initial step of selecting the applicants for interview. During the May 14, 2025, CATF meeting, the CATF requested an amendment to the Plan for additional interview time, and requested an amendment to R2025-0509 for additional applicants to be presented to the BCC for consideration. Countywide (DO)

Background and Policy Issues: The current County Administrator notified the BCC of their upcoming retirement effective May 31, 2025. In response, the BCC developed a Plan outlining the recruitment and retention process for filling the County Administrator position. As part of this process, the BCC nominated individuals to the CATF. The CATF is tasked with presenting County Administrator applicants to the BCC for consideration. In doing so, CATF has completed its initial step of selecting the applicants for interviews. During the May 14, 2025, CATF meeting, the CATF submitted these amendments for consideration and approval by the BCC.

~~Attachment B~~ Plan as amended March 27, 2025

2. R2025-0509 – strikethrough
3. R2025-0509 - clean

Recommended by: 
FOR Department Director

Date

5/19/2025

Approved by: 
Assistant County Administrator

Date

5/19/2025

II. FISCAL IMPACT ANALYSIS

A. Five-Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Capital Expenditures					
Operating Costs					
External Revenues					
Program Income(County)					
In-Kind Match(County)					
NET FISCAL IMPACT					
#ADDITIONAL FTE					
POSITIONS (CUMULATIVE					

Is this item included in the current budget?	N/A	
Does this item include the use of Federal Funds?	N/A	
Does this include the use of State Funds?	N/A	

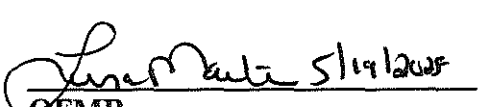
Budget Account No. Fund_____ Department_____ Unit ____ Object _____

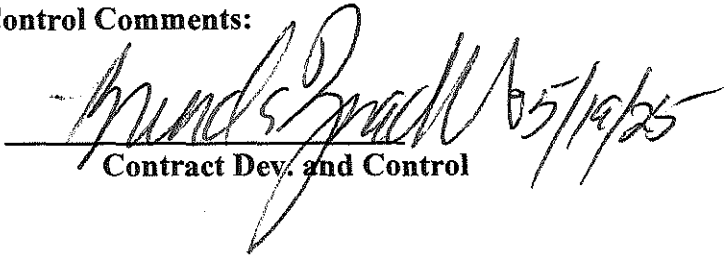
B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review: _____

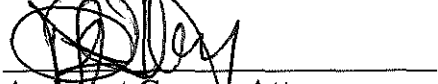
III. REVIEW COMMENTS

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


OFMB
KK 5/19


Contract Dev. and Control

B. Legal Sufficiency:


Assistant County Attorney

C. Other Department Review:

N/A
Department Director

County Administration Selection Process

- March 18, 2025: Board of County Commissioners ("BCC" proposes that all candidates who are interested in becoming the permanent County Administrator to submit via email communication a letter of interest and a resume/curriculum vitae to the BCC on or before April 8th, 2025.
- At the April 22nd BCC Workshop public meeting, the Mayor announces the number of candidates who have submitted their letter of intent and a resume/curriculum for the County Administrator position.
- **Options for narrowing the pool of candidates:**
 1. **Option 1:** If less than 5 candidates apply for the position, the BCC at the April 22nd BCC Workshop public meeting should announce the candidates who applied for the position and schedule to privately interview each candidate and publicly interview the candidates and select the County Administrator at the May 20th BCC Workshop. The HR Director should coordinate the scheduling of the private interviews with each County Commissioner and the candidates. The HR Director and the legal team will assist in the creation of standard interview questions.
 2. At the May 20th, 2025 Workshop the BCC should interview the candidates and select the candidate with the Majority Vote and remove the candidates with the least number of votes. Voting should continue until one candidate has received a majority vote.
 3. If no candidate receives a majority vote, then the BCC shall hire a company to conduct a national search and appoint an interim County Administrator until such time that the BCC identifies a permanent County Administrator. Please note that the County currently has a contract with the University of Virginia and details can be provided by staff with regard to expediting this process.

4. **Option 2:** If more than 5 candidates have applied for the position, the BCC shall at the April 22nd meeting announce the number of candidates who have applied for the position, create a 7 member County Administrator Selection Task Force ("Task Force") (One member appointed by each of the County Commissioners) and schedule for the taskforce to interview all the candidates publicly on May 20th (BCC Workshop that day). Candidate interviews should be for 20 minutes allowing two minutes for opening and 2 minutes for closing remarks. The Task Force shall select no more than 5 and no less than 3 unranked finalists to recommend to the BCC.
5. At the June 3rd BCC Regular Meeting, the Task Force should present no more than 5 no less than 3 unranked finalists to the BCC. This option will require the appointment of an interim County Manager as the time frame falls outside of the window of the current County Administrator's retirement date.
6. The BCC can accept the recommendations from the taskforce including nominations from County Commissioners not recommended by the taskforce. The BCC should finalize the list of finalists in unranked order and schedule to interview them privately and also set aside time on the June 17th, 2025 at the BCC Workshop to publicly interview the candidates.
7. At the June 17th, 2025 Special Meeting, the BCC should interview the candidates and select the candidate with the Majority Vote and remove the candidates with the least number of votes. Voting should continue until one candidate has received a majority vote. During the period of time between June 4th and June 16th the HR Director will schedule private interviews with the Commissioners and candidates.
8. If no candidate receives a majority vote, then the BCC shall hire a company to conduct a national search and allow the appointed interim County Administrator to remain until such time that the BCC identifies a permanent County Administrator.

9. Please note that in the case where a County Administrator is selected; but he or she cannot start immediately due to other commitments then the BCC appointed interim manager shall remain in place until the permanent County Administrator can assume the responsibility.

Negotiation of Contract with Permanent or Interim Administrator:

10. The BCC should appoint the Mayor or the Mayor's designee (County Commissioner) to work with the County Attorney to negotiate the terms of the contract and for the Mayor or Mayor's designee to bring back the terms of the contract on or before July 8th, 2025 (BCC Meeting). Any terms that cannot be agreed on by the Mayor or Mayor's designee and the candidate shall be brought back to the BCC for approval or denial by majority vote.
11. The Permanent or Interim County Administrator job shall commence based on the presented options and scenarios. In this updated proposal there will no longer be a transition period unless it is worked out contractually with the Current County Administrator to be negotiated under separate cover.

RESOLUTION NO. R-2025 _____

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA; PROVIDING FOR ESTABLISHMENT AMENDMENT OF THE COUNTY ADMINISTRATOR TASK FORCE; PROVIDING FOR MEMBERSHIP REQUIREMENTS; PROVIDING FOR MEETINGS AND ORGANIZATION; PROVIDING FOR DUTIES AND FUNCTIONS; PROVIDING THAT COMMITTEE ACTIONS AND DECISIONS ARE ADVISORY ONLY; PROVIDING FOR ASSISTANCE TO THE COMMITTEE, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Palm Beach County desires to create the County Administrator Task Force to assist with the selection of a County Administrator;

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

Section 1. Establishment of the County Administrator Task Force.

An Advisory Committee is hereby established to be known as the County Administrator Task Force, which shall serve at the pleasure of the Board of County Commissioners of Palm Beach County until a full-time permanent County Administrator is hired, or such time as determined by the Board of County Commissioners of Palm Beach County.

Section 2. Membership Requirements. The County Administrator Task Force shall consist of seven (7) members, appointed by the Board of County Commissioners of Palm Beach County, based on the following requirements:

One nomination from each County Commissioner, in addition to an alternate member.

- a. Task Force will select a Chair Person and a Vice Chair to lead the meetings.
- b. Nominees shall be residents of Palm Beach County.

Section 3. Meetings and Organization. The Task Force, in conjunction with the Task Force Liaison, shall establish a time and place for holding meetings as deemed necessary and shall adopt such rules of organization and procedure as may be required. Meetings shall be governed by Robert's Rules of Order. A majority of the members present for meetings shall constitute a quorum for the business transaction, and the concurrence of a majority of members present and voting shall be required to take any official action. The applicable provisions of the Palm Beach County Code of Ethics shall govern members. All meetings shall be open to the public, properly advertised, and meet all meeting requirements prescribed in Florida's "Sunshine" Law as outlined in Chapter

286 of Florida Statutes, which shall also govern the entire selection process. Minutes shall be taken at each meeting.

Section 4. Duties and Functions. The Task Force shall assist the Board of County Commissioners by short-listing individual applicants selected by Human Resources who meet the minimum qualifications and other criteria as determined by the Task Force. The Task Force shall recommend a maximum of ~~five (5)~~ six (6) unranked applicants to the Board of County Commissioners of Palm Beach County, for selection as the County Administrator.

Section 5. Task Force Action Advisory Only. The Task Force's actions, decisions, and recommendations shall not be final or binding on the Palm Beach County Board of County Commission but shall be advisory only.

Section 6. Assistance to the Committee. The Task Force may call upon the Task Force Liaison to facilitate requests from county departments. The Task Force may also contact other counties, regional, state, or local governments for information or advice in the performance of its work. 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 7. Severability. If any section, sentence, clause, phrase, or word of this Resolution is held invalid or unconstitutional by a court of competent jurisdiction, then said holdings shall not affect the validity of the remaining portions of this Resolution.

Section 8. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption by the Palm Beach County Board of County Commissioners.

The foregoing Resolution was offered by Commissioner _____, who moved for its adoption. The motion was seconded by Commissioner _____ and, upon being put to a vote, was as follows:

- | | | |
|--------------------------------------|---|-------|
| Commissioner Maria G. Marino, Mayor | - | _____ |
| Commissioner Sara Baxter, Vice Mayor | - | _____ |
| Commissioner Gregg K. Weiss | - | _____ |
| Commissioner Joel G. Flores | - | _____ |
| Commissioner Marci Woodward | - | _____ |
| Commissioner Maria Sachs | - | _____ |
| Commissioner Bobby Powell Jr. | - | _____ |

The Mayor Thereupon declared the Resolution duly passed and adopted this 8th day of April 2025.

Palm Beach County, Florida by its
Board of County Commissioners

Joseph Abruzzo, Clerk & Comptroller

BY: _____
Deputy Clerk

Approved as to Form and
Legal Sufficiency

By: _____
Assistant County Attorney

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- Commissioner Maria G. Marino, Mayor - _____
- Commissioner Sara Baxter, Vice Mayor - _____
- Commissioner Gregg K. Weiss - _____
- Commissioner Joel G. Flores - _____
- Commissioner Marci Woodward - _____
- Commissioner Maria Sachs - _____
- Commissioner Bobby Powell Jr. - _____

The Mayor Thereupon declared the Resolution duly passed and adopted this 8th day of April 2025.

Palm Beach County, Florida by its
Board of County Commissioners

Joseph Abruzzo, Clerk & Comptroller

BY: _____
Deputy Clerk

Approved as to Form and
Legal Sufficiency

By: Sean-Adel Williams
Assistant County Attorney