

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: June 3, 2025 ☐ Consent ☒ Regular
 ☐ Ordinance ☐ Public Hearing

Department:

Submitted By: County Administration

Submitted For: Human Resources

I. EXECUTIVE BRIEF

Motion and Title: Staff requests Board direction: on the process to be used for interviewing the recommended applicants for the County Administrator position.

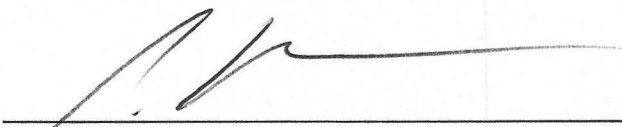
Summary: On Tuesday, June 17, 2025, the BCC is scheduled to interview the recommended applicants for the position of County Administrator. In preparation, staff is requesting direction from the County Commissioners on the following: Countywide (DO)

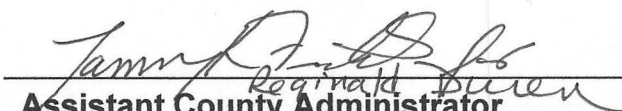
- a) the interview process to be utilized to interview the applicants publicly;
- b) the development of questions to present to the applicants during the interview process; and
- c) the methodology that will be used by the BCC to select the County Administrator from the applicants interviewed.

Background and Policy Issues: The former County Administrator properly submitted her retirement notice effective May 31, 2025. County staff, at the direction of the BCC are in the process of recruiting and retaining a new County Administrator.

Attachments: N/A

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Recommended by:  May 27, 2025
Department Director Date

Approved By:  5/28/25
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five-Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Capital Expenditures					
Operating Costs	N/A	N/A	N/A	N/A	N/A
External Revenues					
Program Income(County)					
In-Kind Match(County)					
NET FISCAL IMPACT	\$0				
#ADDITIONAL FTE					
POSITIONS (CUMULATIVE					

Is Item Included in Current Budget? Yes ☐ No ☒
Does this item include the use of federal funds? Yes ☐ No ☒
Does this item include the use of state funds? Yes ☐ No ☒

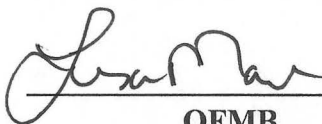
Budget Account No: Fund _____ Agency _____ Organization _____ Object _____ N/A

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 *5/28/25*
GA 5/28
MF 5/29


Contract Dev. & Control *5/28/25*

B. Legal Sufficiency


Assistant County Attorney

C. Other Department Review

Department Director

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



Palm Beach County

County Administrator

Interview Process



Tuesday, June 3, 2025

Topics to Cover

- Confirm the schedule for the County Administrator interviews
- Get directives from the BCC on any outstanding questions



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June 16, 2025



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Monday, June 16th One-on-One Meetings

On May 20th, the BCC stated that the one-on-one meetings between the applicants and each of the Commissioners will take place on June 16th beginning at 8:30am with applicants scheduled on the hour.

These meetings will take place in each of the Commissioners' office. Applicants will move from office to office at half past the hour.

Commissioners will not need pre-prepared questions prior to the one-on-one meetings, and questions can be unique to each applicant.

A representative of the County will serve as a neutral witness during the one-on-one meetings.

- It is a universal best practice to have a neutral witness in the room when conducting these types of meetings.
- The use of a neutral witness is intended to protect both the County and the Commissioner—it is not uncommon for accusations to be made about the integrity of the process and its impact on the outcome when there is not a neutral witness to the process.



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Monday, June 16th Community Event

The BCC has directed staff to conduct a community event where the public can engage directly with the County Administrator applicants.

The community event will begin at 5:30pm in the sixth floor chambers. At this time, the applicants will each have the opportunity to address the public for up to five (5) minutes. They will be asked to cover their: 1) background and experience, 2) key achievements, and 3) vision for the County.

This portion of the event will be televised on Channel 20 and/or livestreamed.

Following the presentations, applicants will be stationed around the sixth floor atrium where members of the public can circulate at their leisure to meeting the applicants and ask questions.



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Monday, June 16th

Question for direction:

- In what order would the BCC like the one-on-one meetings scheduled?



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June 17, 2025



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Tuesday, June 17th Interview Process

On May 20th, the BCC stated that the public meeting where the applicants will be interviewed by the BCC will take place on June 17th. This is scheduled to begin at 9:30am.

Questions for direction:

- Will one applicant be interviewed at a time or will all applicants be interviewed in a panel-format?
 - If there is a panel-format, the applicants would take turns answering first.
- What is the order of those being interviewed?



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Tuesday, June 17th Interview Process

Questions for direction:

- How many questions will each applicant be asked?
- Will follow up questions be allowed? If so, will there be a limit on the number of follow up questions each applicant be asked?
- Will there be a time limit for each applicant to answer each question and follow up question?
 - For example, with **3 minutes** to respond and **two follow up questions** with **2 minutes each to respond**: 1 question answered by all five applicants = 35 minutes
 - 1 round of questions (1 per Commissioner with five applicant responses) = approx **4 hours**



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Tuesday, June 17th Interview Process

As previously discussed, the interview is considered to be an assessment. As such and consistent with County practices and the advice of legal experts, all of the candidates will need to be asked the same questions.

This does not preclude follow up questions or getting clarification on candidates' statements

Question for direction:

- Is there a date when each Commissioner can send questions to the HRD prior to June 17th?



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Tuesday, June 17th Selection Process

Question for direction:

- How will the BCC select an applicant from the five being interviewed?

Options may include:

Scoring

Commissioners score each of the applicants
Applicant with the highest score is voted on by the BCC

Rounds

Round 1: Each Commissioner votes for 2 applicants; top 2 advance
Round 2: Each Commissioner picks 1; highest vote-getter wins

Consensus

After Commissioner discussion, Commissioner(s) propose their nominee.
The nominee with the support of the majority of the BCC is selected.



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Tuesday, June 17th Selection Process

Per the March 18th and March 27th resolutions, “if no candidate receives a majority vote, then the BCC shall hire a company to conduct a national search...”

Question for direction:

- If the BCC and the selected applicant cannot come to an agreement on the employment contract, what is the next step?

Options may include: selecting the runner-up, hiring a company to conduct a national search, nominating a different individual, etc.



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Recruitment Timeline

March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	29
				Job Posted		

APRIL 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
6	7	BCC nom TF	Taskforce application reviewed and approved			12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	TF Kickoff	2	3
		HR Dir reviews resumes for eligibility				

May 2025

4	5	6	7	8	9	10
		Taskforce reviews resumes				
11	12	13	TF Meeting Review Resumes	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	TF selections to BCC	4	5	6	7
8	9	10	11	12	13	14
15	BCC 1-on-1 interviews Comm'ty Event	BCC interviews & selects	18	19	20	21





Thank you



CONTACT INFORMATION

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