### PALM BEACH COUNTY **BOARD OF COUNTY COMMISSIONERS**

#### AGENDA ITEM SUMMARY

Meeting Date: Octo	ber 21, 2025	[ ] Consent [ ] Workshop	[X] Regular [ ] Public Hearing			
Department:	Human Resources Department					
Submitted By:	Palm Beach	County Administration				
		***************************************				

#### I. EXECUTIVE BRIEF

Motion and Title: Staff is requesting direction: on the recruitment and selection for the position of County Attorney.

Summary: On September 16, 2025, the Board of County Commissioners (BCC), during its regular meeting, approved the minimum qualifications, job description, and recruitment process for the position of County Attorney. The position was advertised starting on September 17, 2025 and closed on October 17, 2025. Applicants have been pre-screened based on the BCC approved minimum qualifications, and resumes are being prepared for review by Florida Association of County Attorneys (FACA) before the BCC begins the interview phase. The County's staff respectfully requests direction on the number of applicants the BCC would like to interview; this number will determine the number of applicants FACA recommends to the BCC.

Countywide (DO)

Background and Policy Issues: The current County Attorney has properly notified the BCC of their retirement, effective December 19, 2025. In response, the BCC is preparing for the recruitment and selection of this position. Accordingly, staff have initiated and completed the first step by advertising the position, and the second step by prescreening applicants' resumes. The BCC's timeline and procedures specify that the resumes of applicants who meet the minimum requirements will be sent to the FACA for review. FACA will then provide a list of its recommendations.

Attachments: N/A		
Recommended by:	David Kahr David Hatty Control by Contro	
	Department Director	Date
Approved by:	Deputy County Administrator	10/20/2025 Date

## II. FISCAL IMPACT ANALYSIS

# A. Five-Year Summary of Fiscal Impact:

## Fiscal Years

Fi	scal Years	2026	2027	2028	2029	2030		
Op Ex	apital Expenditures perating Costs rternal Revenues	0000	00000	<u> </u>	0000	<u>O</u> O O O		
	ogram Income (County) Kind Match County	<u>0</u>	<u>0</u>	<u>0</u> <u>0</u>	<u>0</u> <u>0</u>	<u>0</u> <u>0</u>		
	ET FISCAL IMPACT	• <del>•••••••••</del> •••	<u>0</u>	<u>0</u>	<u>0</u>	<u>o</u>		
	ADDITIONAL FTE DSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
Doe	Is the Item Included in Current Budget? Yes No _X							
	oital Expenditureserating Costs							
Pro In-l								
Budget Account NoFund 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:    Contract Dev. and Control Z6 10/14/25   Contract Dev. and Control Z6 10.85.25								
B. Legal Sufficiency:								
Asst. County Attorney								

Department Director

This summary is not to be used as a basis for payment

Other Department Review:

C.