

DRAFT - SUBJECT TO CHANGE

Agenda Item #: B

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

WORKSHOP SUMMARY

Meeting Date: October 28, 2025

Department: Administration

I. EXECUTIVE BRIEF

Title: County Attorney Interviews and Selection Process

Summary: On October 21, 2025, the Board of County Commissioners (BCC) directed staff to schedule one-on-one interviews for October 27, 2025, and Public Interviews for October 28, 2025, to assist in making their selection for County Attorney. The Public Interviews will take place during the October 28, 2025 Workshop immediately following the regular business of the County. The candidates will sit together facing the BCC and answer questions in a rotating order. In each round of questions, a County Commissioner will ask the candidates a question. Candidates will have up to three (3) minutes to respond to each question. The County Commissioner will have the opportunity to ask a follow-up question; and candidates will have up to one (1) minute to rebut. Once the interviews have been concluded, the BCC will discuss and make their selection for County Attorney. To make their selection, County Commissioners will utilize a ballot-voting system. Countywide (JW)

Background and Policy Issues: The current County Attorney properly notified the BCC of her retirement effective December 19, 2025. In response, the BCC developed and accepted a timeline and procedure for the recruitment and retention process for the position. Leading up to this Workshop, the position was advertised, and resumes were received from interested candidates throughout the Country. Human Resources reviewed all submissions and identified those that met the BCC-designated minimum qualifications. The BCC conducted one-on-one interviews with each candidate on October 27, 2025. On October 28, 2025, the BCC will conduct Public Interviews and make their final selection utilizing a ballot-voting system.

Attachments:

- 1. Candidates' Letter of Intent and Resumes

Recommended by:

David Kahn



Department Director

Date

Approved By:

Deputy County Administrator

Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2026	2027	2028	2029	2030
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?

Does this item include the use of federal funds?

Does this item include the use of state funds?

Yes

No

X

Yes

No

X

Yes

No

X

Budget Account No:

Fund

Dept

Unit

B. Recommended Sources of Funds/Summary of Fiscal Impact: **There is no fiscal impact **

C. Departmental Fiscal Review:

III. REVIEW COMMENTS:

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

OFMB

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.)