

SWFRPC EXECUTIVE DIRECTOR SEARCH COMMITTEE MEETING

August 18, 2011

The SWFRPC's Executive Director Search Committee held a meeting/conference call on August 18, 2011 at the offices of the Southwest Florida Regional Planning Council. The following members, guests and staff were in attendance:

Committee Members

Mr. Michael Grant, Charlotte County Governor Appointee (Chair)
Councilwoman Teresa Heitmann, City of Naples
Councilman Forrest Banks, City of Fort Myers
Mr. George Mazzarantani, Sarasota County Governor Appointee
Commissioner Butch Jones, Glades County BOCC
Ms. Laura Holquist, Lee County Governor Appointee
Councilwoman Martha Simons, City of Bonita Springs
Commissioner Robert Skidmore, Charlotte County BOCC
Commissioner Tom Jones, City of North Port
Mr. Bob Mulhere, Collier County Governor Appointee
Commissioner Karson Turner, Hendry County BOCC

Guests/Staff

Mr. Adam Cummings
Ms. Stephanie Keyes
Ms. Paige Rausch
Ms. Liz Donley, SWFRPC Interim Executive Director
Ms. Nancy Doyle, SWFRPC HR Operations Manager
Ms. Nichole Gwinnett, SWFRPC Sr. Administrative Assistant
Ms. Angie Tomlinson, Purchasing Clerk
Mr. Dan Trescott, DRI Coordinator
Mr. David Crawford, Principal Planner

Call to Order

Committee Chair Grant called the meeting to order at 10:30 a.m. and then introductions were made.

Roundtable Discussion

Chair Grant explained that there will need to be decisions made at today's meeting to give the committee a general direction. Also, some of the issues will be discussed with the Regional Visioning Committee which will be tied into the visioning effort. This committee will be making recommendations to the Executive Committee.

Chair Grant stated that the first order of business is to decide on whether to conduct the search in-house or hire a headhunter to conduct the search.

Councilwoman Simons explained that the City of Bonita Springs had just gone through the process of hiring a new city manager. She explained that they conducted the search in-house. The city council had set policies for their HR staff. The Florida League of Cities had a page for advertising, Florida Association of Counties, etc.

Chair Grant asked Councilwoman Simons if she would be in favor for an in-house search. Councilwoman Simons replied that she would like to hear from some of the other members.

Commissioner Butch Jones stated that \$21,400 is the starting figure for a headhunter that was mentioned a while ago. He would prefer not spending that amount of money on a headhunter considering the current financial crisis that the Council is in. He then asked if staff has advertised in planning magazines, etc. Chair Grant explained that this is the Committee's first meeting, so no decisions have been made on where to advertise the position.

Chair Grant explained that based on the discussions he will ask staff, based on their knowledge what will it cost to conduct the search in-house versus hiring a headhunter, but he wanted to obtain everyone's opinion first.

Mr. Mulhere stated that he agrees. There is no need to hire a search company, there are a lot of people who are highly talented that are out there looking for work within the State of Florida that would have the knowledge that we are looking for. He has looked at the Florida APA magazine and their website for advertising and there is probably others.

Ms. Holquist explained that she was recently involved in an FGCU search where they used a search company and it has to do with the relationships, which that search company had with certain sectors of the market. However, she does agree with Mr. Mulhere's comments that we have a number of people who are very talented and a number of outreach programs that are available and feels that it can be done in-house.

The general consensus of the committee was to conduct the search in-house.

Chair Grant asked staff for their input on the timeframe of the search and cost.

Ms. Doyle of staff explained that when she had spoke to the HR Department at the City of Bonita Springs she explained that theirs was a six month process and that they had learned from their mistakes. They felt that their posting was too long (30 days) where they ended up with over 200 applications, so the process took longer. The first thing for us to decide is whether it would be a local or a national search, which would determine the cost for the search.

Ms. Doyle explained that she has three quotes from search companies, ranging from \$21,390 to \$24,500. She noted that for an in-house it would be a four-five step process:

1. Identify Job Qualifications/Requirements (Job Description)
2. Recruit Locally or Nationally (Determine Advertising and Travel Costs)
3. Qualifications Checklist

4. Evaluations/Interviews
5. Negotiations/Hiring

Ms. Doyle explained that the Committee would need to set up a timeframe.

Commissioner Skidmore explained that Charlotte County had just completed a hiring process for their new Economic Development Director and it took approximately 55-70 days. He explained that there may be the possibility of partnering with Charlotte County since they just went through a similar process. He explained that the Charlotte County BOCC set the job description, applications came in, each commissioner received a binder with the applications, each Commissioner had five days to review the applications with a checklist, HR made arrangements for the interviews, and it was a two week process and the offer was made on the spot. Applicants were from all over the nation. He feels that two or three of the steps can be skipped.

Mr. Mulhere stated that he wouldn't recommend having a posting period less than 30 days because you want to give the applicants every opportunity to get their applications in. Also, there are publishing deadlines involved. He also suggested having the delegation short list.

Chair Grant explained that the Executive Director Search Committee will conduct the search and narrow it down to three candidates. Then those three finalists will come to the Council's offices for two interviews. The Search Committee will make recommendations to the Executive Committee and then the Executive Committee would conduct their interview and make their recommendation to the full Council.

Mr. Mulhere asked if there would be any consideration or support for that first process being phone. Chair Grant stated that he would prefer to have those interviews conducted in person. He then said that when it is stated "local" it is being referred to as the State of Florida. He said that the search will probably be opened up nationally, but because of Florida's growth management laws it will probably be someone from the State of Florida.

Councilwoman Simons stated that she would prefer to keep the search within the State of Florida due to the recent changes in Florida's growth management laws. Also, because of the in-house policy and we are aware there has been some divisiveness and things that have been going on; she feels that there needs to be another pair of eyes, such as someone from the university who could be helpful in the search process so there could be some trust on the part of the staff here. We need an individual that can come in here who can be fully trusted and are going to be partial to everyone and favorable to no one. She suggested that it be placed in the policy for the search. She then noted that a policy which was very effective which was placed in the City of Bonita Springs during their city manager search there was no lobbying of any council members or staff.

Chair Grant agreed with the no lobbying policy.

Commissioner Tom Jones stated that he agrees with Councilwoman Simons to have a second set of eyes, he suggested a facilitator from the Florida League of Cities. He also stated that he feels that the search should be kept within the State of Florida and doesn't feel that it is necessary to budget for travel expenses and not offer for re-location.

Commissioner Turner stated that he believes in having the two separate interviews.

Commissioner Tom Jones stated that he doesn't expect that the Executive Committee will make the selection, but make a recommendation of several candidates. Then the full Council will make the final selection of a candidate.

Chair Grant stated that he disagrees. The Executive Director Search Committee will be making a recommendation of 3-4 candidates to the Executive Committee to interview and then they will be making the final recommendation to the full Council as a result of the interview process and application process which they feel this candidate is the best person to lead this organization.

Ms. Holquist clarified that the other Council members can also participate on the Executive Director Search Committee. Chair Grant stated that not only that, but they can also be there for the interview process, not to ask questions but to "eyeball" the candidates to see if there are any "ticks". There is nothing that precludes that and it will be an open process since we are operating under the Sunshine and because there is going to be no lobbying of candidates and Council members which will disqualify a candidate immediately.

Mr. Mulhere stated that he is concerned that if we restrict efforts to attract candidates to Florida and we are not paying for travel expenses, the fact that a candidate submits an application from Arizona who may have worked in Florida for 20 years. He would not just limit it to Florida, but just state "preferred" in attracting candidates. He believes that most of the applications will be from Florida anyways, but there are people from all over looking for job opportunities, so why preclude someone who is willing to pay their way and have Florida experience and can compete. Chair Grant stated that he doesn't disagree. He would like to gather everyone's comments and then have it summarized so it could be submitted into a form of a motion to the Executive Committee.

Ms. Holquist stated that as far as paying for travel expenses and going outside of Florida, she feels that Florida experience is important, but whether they currently live in Florida may not be all that important. As far as how many interviews, with the Executive Director Search Committee allowing only three candidates to the Executive Committee allows for two different interviews. The first interview will be with the Search Committee and a second interview with three candidates will be with the Executive Committee which provides two options and opportunities to talk to the candidates. She suggested having a short interview with the Search Committee, but if they are on a short list of three people to have a longer interview with the Executive Committee which it also provides for them to tour the local area (outside the Fort Myers area). She feels that it is reasonable to expect that there will be some travel expenses incurred (i.e., hotel). She also suggested having a primer on Sunshine of the process understanding that when a candidate does apply it becomes public information and at what point is it public information. She suggested having a primer on Sunshine at the next meeting.

Chair Grant stated that he envisioned that the Search Committee would be interviewing 5-7 candidates, if there was that many who were qualified and then it would be narrowed down to three candidates for the Executive Committee.

Mr. Mulhere stated that as far as Sunshine Laws, once a document is submitted it is considered a public document. There are no exceptions and no exclusions. Chair Grant stated that if the candidate is from Florida they should be aware of Florida's Sunshine Laws.

Councilwoman Simons asked if there is an entity that would be helpful to partner with staff. Ms. Doyle stated that when she spoke to the City of Bonita Springs HR Department they said that they received a lot of assistance from the Chamber of Commerce.

Mr. Mulhere stated that the University has a Planning Professor who has a certification process currently ongoing. They currently don't have a regional planning degree program, but they are working towards that. There are some candidates there; there are also some well paying public administration professionals. He believes that there is someone at the university who would be willing to participate at no cost.

Chair Grant asked what the advantage is having someone from the university. He feels that staff would do the following:

- Collect the resumes,
- Make the appropriate number of copies as necessary for the Search Committee,
- Provide a cheat sheet of the qualifications,
- The Search Committee would rank the applications, and
- Then set the times for the interviews.

Mr. Mulhere stated that he thought that there were two issues. The first issue was the facilitation process which he wasn't talking about. The issue he was talking about was having one or two individuals on the interview process who are not Council members, but who are involved in the profession or community. But he doesn't want to extend the timeframe. Chair Grant stated that the timeframe is his concern.

Councilwoman Simons explained that her concern is that the candidate that is chosen to be impartially chosen and to be chosen so there is full trust by staff. That it is someone that is going to be for everybody. It will be a candidate that hasn't been lobbied from one side or the other. Chair Grant stated that there isn't going to be any lobbying, so he isn't sure why that would be a concern. Councilwoman Simons stated that there are issues and she just wanted to make sure that it is a fair process moving forward.

Commissioner Skidmore stated that holding everyone's hand mentality is not appropriate. The Council is a "big boy" organization with a group of professionals. He agrees that there is dissention among the ranks and he believes that it will be weeded out. He doesn't have time to play "Pollyanna". Our willingness to serve on this Committee is proof enough to find the best Executive Director in order to have this organization to move forward and if there are personality conflicts down the ranks, the new Executive Director will deal with those issues and he is confident that he/she will swiftly. He then stated that he believes that the way the Chair reiterated that process, he feels that there won't be a need for an extra set of eyes. If you bring them from the outside they will also not fall under Sunshine, because Charlotte County has delegated private committees in the past which have not fallen under Sunshine. So it would limit the member's ability to go to that individual during the process.

Councilwoman Simons stated that she disagreed with Commissioner Skidmore and stated that the individual would fall under Sunshine and she took exception to "Pollyanna". She is looking at a process in which all people here would feel comfortable with the person who is chosen because the process is fair and impartial. She is not saying that it has anything to do with the members on the Search Committee or the Council, but that there is perception on the part of some staff members. She feels

that it is very important as they move forward because this has been a problem that it can be eradicated by having a process that everyone can say fair, great, that is the way it is, this is a person which was selected, and I can't complain about the way it was done.

Commissioner Tom Jones asked for clarification that all of the resumes will be presented to the Search Committee. Chair Grant replied yes. Commissioner Tom Jones explained that the reason that he asked is that from his experience he expects approximately 200 applications and some of them just are not going to be qualified. So is the Search Committee going to through all of the applications to determine which applications meet the qualifications? Chair Grant stated either the Search Committee can review the applications or the Committee can create a subcommittee to review the applications. He feels that it is putting a lot of pressure on staff to go through 200-300 applications.

Commissioner Tom Jones stated that some of the candidates are not going to be qualified and all of the candidates who are qualified, their qualifications need to be verified.

Councilwoman Simons asked why have a Human Resources staff person if you are not going to have them do the human resources work by filtering through qualifications with an impartial person. The Search Committee can give both the HR staff member and the impartial person a criteria sheet to help them go through the applications.

Mr. Mulhere stated that he would support an initial vetting as it relates to qualifications be done perhaps by two people (HR and someone else).

Chair Grant asked if it should be someone from the Committee or someone from the outside.

Councilwoman Simons stated that she feels that it should be someone from the university or a planning organization.

Mr. Mulhere suggested Mr. Roger Green. Councilwoman Simons asked Chair Grant if Mr. Mulhere could contact Mr. Green to ask him if he would be willing to assist in the process. Chair Grant stated that he will make that a recommendation and ask Mr. Mulhere to get back with him with Mr. Green's answer and as an alternative so we can keep the process moving both he and SWFRPC Chair Turner will sit down with staff and go through that those qualifications.

Ms. Doyle explained that in the past she has received the applications, created spreadsheet which got checked off, and then went to another person who reviewed them. Every resume which came in was stamped when it was received. Chair Grant stated that in this process there will be at least six pairs of eyes on every resume that comes in. The ones that don't meet the qualifications will be sent a nice thank you letter.

Mr. Mulhere stated that given the fact that both Chair Grant and the SWFRPC Chair Turner have just volunteered to the review the applications, and now there are six sets of eyes reviewing the applications. Does he still need to contact Mr. Green? Chair Grant stated that as the Chair of the Search Committee he felt that was his responsibility to put some time into the process.

Commissioner Tom Jones stated that he agreed with Chair Grant.

Commissioner Skidmore stated that he also agrees with Chair Grant.

Chair Grant turned the focus on qualifications. He stated that from the last Council meeting he got the impression that most of the Council members wanted to get more involved with economic development. He wanted some input from the Search Committee if it needed to be placed in both the job description and qualifications about some kind of background experience in economic development, preferably on a regional basis.

Ms. Doyle stated that she has several examples from the three consultant firms which they had advertised for an executive director which she felt would be helpful.

Chair Grant stated that if he receives a general consensus from the Committee that they wish to include economic development as a component of the job description and qualifications then we can sit down and work out the details and come up with something. The Search Committee is going to end up making recommendations to the Executive Committee.

Commissioner Skidmore stated that he feels that it would be fine to add economic development, but he isn't sure if it should be a "must" or a "plus" or even a "preferred" preference.

Ms. Holquist announced that there has been a change at FGCU; Dr. Pegnetter is leaving for a job as a Dean at a University in Massachusetts. Dr. Pegnetter had done work around the region at the economic development level for FGCU. She spoke to Interim School of Business Dean, Hudson Rogers, and he is concerned about that void. She then went onto explain that many of the regions throughout Florida already have visioning efforts underway.

Mr. Mulhere explained that there have been ongoing efforts to expand regional economic development structure and delivery. They are continuing and he is involved in them. He feels that there is an opportunity for the Council to house those efforts if there is a structure created, but those are down the road in the future. One of the specific qualifications, he liked the idea of putting economic development as a preferential experience and desired experience preference. He suggested adding "extensive knowledge of Florida's Growth Management Law and Regional Policy and Practices Preferred." He also stated that he doesn't believe that you should use both "preferred" and "desired", but use "preferred" through the whole document.

Councilwoman Simons questioned whether it should be "preferred" or "required". She stated that since the Council is a planning agency that it should be "required". Mr. Mulhere explained that there are planners with 30 years experience that may not have an AICP, but might rise to the top. Councilwoman Simons stated that she feels that "extensive knowledge of Florida's Growth Management Law and Regional Policy and Practices" should be required.

Ms. Holquist stated that stepping back from all of that and picking up other functions, such as economic development and regional visioning, the candidates may be strong in those other areas and the Council currently has a planning director who is strong in the planning area so you would have a person strong in the economic development area and also someone strong in the regional visioning area. So you are looking at another tier with these functions being added which would be funded by outside interests. You need to look at the funding sources which are currently available because the funding sources come later, but you may have a candidate who is really strong in one of those three areas and then sub-directors in those three areas.

Councilwoman Heitmann stated that she agrees with Ms. Holquist, but we need to make sure that we don't close our options in someone that has planning experience; because she agrees that the Council doesn't need any more layers. However, it is important that it doesn't get closed off as a potential for review for qualifications.

Ms. Holquist stated that her concern is that if it is a requirement, we don't even know what level of planning is going to exist in eight months.

Chair Grant stated that he feels with the addition of regional visioning and economic development to the preferential list, it will give the Search Committee and Executive Committee the ability to state here is our organization, we have many planners, let's take a look at broadening the scope a little bit and bring in someone with an economic development background or regional visioning, because we don't know where we are going to go at this point. So by including these issues in the job description or the qualifications, we are going to allow individuals who want to apply for the position to be able to emphasize their experience accordingly.

Mr. Mulhere stated that he feels that the most successful candidates should be planners with very good experience and also in related fields such as economic development.

Commissioner Tom Jones stated that it is a clear mandate from both the Governor's Office and Legislature to get leaner and more efficient in what this Council does. The new Executive Director should also be the Director of Planning and if that applicant does not qualify to take on those roles and assume those responsibilities, then he feels that this Committee has done itself a disservice and hasn't taken advantage of this point in time which we have come to. We need to have the new Executive Director also be our Director of Planning. The Council has budgetary challenges which can be met that way. The Department of Economic Opportunity is taking on the responsibility of community planning within the State of Florida. We are going to be nationally connected through economic development at the Council because of that, but if we don't take this opportunity to get meaner, leaner and more efficient in the way we do things then we have missed the boat.

Chair Grant clarified that the other suggestion which was changing it from five years to four years. Also, adding wording "Preferred Florida Growth Management Law Experience".

Councilwoman Simons stated that she wonders if we are putting the "cart before the horse" before we know what the visioning is. Because it might be that this Council offers and markets itself in a big way to cities that don't have community development departments.

Chair Grant reminded the Committee that qualifications are suppose to be general and we are trying to include some issues which the Council had expressed some interest in (economic development and regional visioning). At the end of the day, with all of the resumes received, the Committee will have a chance to review all of the candidates which meet the minimum qualifications.

Councilman Banks asked if a Masters Degree has to be a requirement. Chair Grant replied that it is up to this Committee to decide.

Commissioner Skidmore stated that the way the qualifications are currently written is to bring in a career bureaucrat, or at least a 10 year bureaucrat. He then questioned on whether the qualifications

are too restrictive to just look at the bureaucracy and not give some credit to someone in the private sector.

Mr. Mulhere suggested taking the first sentence and make it one of the preferential qualities and start the sentence "Applicant must be a highly motivated professional with a minimum of 10 years experience in administration and planning. . ." Then take the Masters Degree requirement and make it a preferred quality.

Chair Grant stated that he is going to speak for both he and SWFRPC Chair Turner and put in some qualifications so they are not reviewing 600 resumes but only 300 resumes.

Councilwoman Simons stated that she disagrees with the comment about bureaucrats. People who work in government are not always bureaucrats; they can be quite good efficiency people. They are out there and they know how to cut and work lean. The Council needs a highly qualified person because we are in a prime position in this region with such an opportunity that we want someone that can go out with full guns ahead that has that experience. Unfortunately, government has rules which the private sector doesn't. She has seen private sector people running public administrative functions lately and they have had some major issues. She then stated that she feels that the new Executive Director needs to have public administration experience.

Councilwoman Heitmann stated that her only concern is to make sure that we don't limit ourselves.

Chair Grant stated suggested listing "equivalent experience." He then stated that at this point in time it looks like the qualifications will need to be reworked and it needs to be done quickly in order to receive buy-in from the Search Committee.

Mr. Mulhere directed staff to review the comments from today's meeting and also review other examples of qualifications and anything which staff feels is appropriate send it out to the Committee members for their input, but have them respond back to staff only with their comments.

Commissioner Turner stated that it needs to state that the applicant needs to have a valid driver's license.

Councilwoman Simons noted that under five and seven you conduct a background check on the applicants.

Chair Grant stated that under the job description there will be something added for economic development and regional visioning.

Ms. Holquist stated that both Northeast Florida and East Central Florida have a visioning and economic development within the RPC and it might be appropriate to obtain what their job descriptions are for their Executive Director.

Chair Grant indicated that staff has the job descriptions for the Executive Directors of the RPCs. So he believes that it will just take some minor adjustments to include both economic development and regional visioning. Staff will make those changes and send it out for the Committee members' comments.

Chair Grant stated that he would like to start advertising within the next couple of weeks and have resumes due by September 30th. Then it will take between two weeks to a month to go through all of the applications.

Commissioner Turner suggested putting a timeline of two weeks. If we make the submittal deadline of September 30th and then by mid-October the review of the applications should be complete.

Commissioner Skidmore suggested having a meeting 5-7 days after the completion of the review.

Chair Grant stated the following timeline:

- Advertising – End of August
- Deadline for Applications – September 30th
- Search Committee Chair & SWFRPC Chair Vetting Applications – October 12th
- Forward Applications to Search Committee – October 14th
- Search Committee Ranking of Selections – October 20th

Commissioner Skidmore suggested starting interviews on Friday, November 4th.

Councilwoman Simons asked Ms. Doyle of staff what is a traditional timeline for having notification to candidates to come in for interviews. Chair Grant stated that he doesn't see any problem with having candidates coming in as soon as Friday, November 4th for interviews.

Chair Grant stated that he is not going to discuss reimbursing travel until after October 20th to see if there is even a need to discuss the issue.

Mr. Mulhere stated that we want the candidates to come, but if we notify those candidates two weeks later of the interview and they are a highly qualified candidate and they can't make it on that day can't we make a decision to potentially accommodate that candidate.

Commissioner Tom Jones stated that we could, but he doesn't feel that we need to rush the process. The important thing is that we get it done properly. He suggested easing up on the timeline in order to get everything done correctly.

Chair Grant stated that he feels that the interviews will probably have to be conducted over two days.

Councilwoman Simons stated that she feels that if HR is contacted by candidates between the dates of October 15-20 asking if the Council is going to be paying for their travel that they should be able to answer those questions. She noted that she has no problem in paying for travel because she doesn't believe that it will be over \$21,000.

Ms. Doyle stated that it needs to be determined where, when and how long for advertising.

Commissioner Turner suggested scheduling interviews for the entire day on Friday, November 4th and then continuing the interviews in the afternoon on Monday, November 7th.

Commissioner Skidmore stated that there needs to be a standard set of questions for the candidates.

Commissioner Tom Jones suggested having the second day of interviews on Saturday, November 5th instead of Monday, November 7th.

By general consensus the Committee decided to hold the interviews on:

- **Friday, November 5th from 8:00 a.m. to 5:00 p.m.**
- **Saturday, November 6th from 10:00 a.m. to 5:00 pm.**

Chair Grant explained that the next step would be for the Executive Committee to set their date for the second round of interviews. However, that is up to the Executive Committee. He then asked the Committee where they want staff to advertise the position.

Mr. Mulhere suggested the Florida American Planning Association (APA). He recommended checking the advertising schedule and also placing the ad online because most people check online.

Commissioner Tom Jones suggested the Florida League of Cities.

Both Councilman Banks and Commissioner Skidmore suggested Florida Association of Counties. Commissioner Skidmore stated that it should be free to place the ad.

Ms. Donley stated that staff will also place the ad in the Florida Administrative Weekly (FAW), but there is a deadline of next Wednesday by noon which needs to be met. She suggested having staff contact NADO, NARC, and SERDI since the Council is a member of those organizations.

Chair Grant summarized the meeting:

- Florida experience preferred.
- Selection In-house.
- Search Committee will do the vetting and conduct the first interviews of the top seven candidates and then recommend three candidates to move forward to the Executive Committee. Search Committee members will be able to sit in on the second set of interviews, but the Executive Committee will be conducting the interviews.
- During the Search Committee's interview process, only members of the Search Committee will be able to ask questions. If any member of the Council wants to pose a question they need to submit it to staff.
- There will be a limit of one question per Committee member to per interviewee.
- No lobbying by candidates to any members of the Council or staff, this will preclude a candidate from being considered.

Commissioner Skidmore suggested that the salary range be set from \$80,000 to 120,000. He feels that if it states "As determined by Council" it sets unrealistic expectations.

Commissioner Turner stated that unless you are going to reduce some current staff salaries, he feels that it needs to be higher than \$80,000.

Mr. Mulhere stated that if you look at the RPC Executive Director salaries, there is no other one under \$100,000.

Chair Grant stated that since we don't know what is going to happen in the future months with staff's salaries. He suggested leaving the range as broad as we can and it can be negotiated and revisited at a later date.

Chair Grant then stated that both he and Commissioner Turner will conduct the initial vetting of the resumes with staff and then send those resumes out to the Search Committee where they will be ranked to the top seven candidates. We will include in the job description and qualification a phrase about economic development and regional visioning. Staff will put together a draft of the new job description and qualifications and send it out to the Committee for comments by this Friday. Deadline for comments would be by Monday, so it can be included in advertising by Wednesday.

Councilwoman Heitmann stated that she is very proud of the work which the Committee has done today.

Commissioner Tom Jones suggested conducting polling for the SWFRPC's November 17th Board Meeting since there is a conflict with the Florida League of Cities Legislative Meeting. He stated that he will ask the Council at its October 20th board meeting to move its meeting date in November since that is when the final candidate recommendation is to be brought before the Council.

Commissioner Butch Jones stated that he has a conflict with Saturday, November 5th.

Next Meeting Date and Time

The next meeting of the full Committee was scheduled for Thursday, October 20th immediately following the SWFRPC Board Meeting.

Adjournment

The meeting adjourned at 12:00 p.m.