

**PERSONNEL
COMMITTEE MEETING
June 16, 2012**

PRELIMINARY AGENDA

**FLORIDA INLAND NAVIGATION DISTRICT'S
Personnel Committee Meeting**

8:30 a.m., Saturday, June 16, 2012

**Courtyard Marriott
3435 North Atlantic Avenue
Cocoa Beach, Brevard County, Florida.**

Committee Members

Jon Netts, Chair

Commissioners Donn Colee, Spencer Crowley, Don Cuzzo, and Nancy Freeman

Item 1. Call to Order.

Chair Netts will call the meeting to order.

Item 2. Roll Call.

Assistant Executive Director Mark Crosley will call the roll.

Item 3. Assistant Executive Director Search Review Methodology.

Staff would like the Committee to determine how it will review the 20-25 candidate resumes for the Assistant Executive Director's position. Staff has provided a few methodologies in the attached memorandum.

Item 4. Additional Agenda Items or Staff Comments.

Item 5. Additional Commissioners Comments.

Item 6. Adjournment.



FLORIDA INLAND NAVIGATION DISTRICT

June 4, 2012

COMMISSIONERS

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NASSAU COUNTY

DONN R. COLEE, JR.
VICE-CHAIR
PALM BEACH COUNTY

GAIL KAVANAGH
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ST. LUCIE COUNTY

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DONALD J. CUOZZO
MARTIN COUNTY

JONATHAN S. NETTS
FLAGLER COUNTY

JERRY H. SANSOM
BREVARD COUNTY

DAVID K. ROACH
EXECUTIVE DIRECTOR

MARK T. CROSLEY
ASSISTANT EXECUTIVE DIRECTOR

To: Personnel Committee
From: David Roach *DR*
Subject: Resume Evaluation for the Assistant Executive Director's
Position

The resume acceptance period for the Assistant Executive Director's position closes on June 30th. The accepted timeline for this process indicates that staff will reduce the applications to 20-30 for Committee review at the July meeting. Staff wanted to discuss with the Committee how you want to go about reviewing these applications and making your cut to 3 to 5 finalists.

Staff proposes the following options (in no particular order) for consideration.

- 1) Each committee member individually evaluates the applications and rank orders the applicants from the top candidate to the bottom candidate. Staff then compiles and averages the rankings and the top 3 to 5 candidates with the lowest average rank scores are then interviewed by the Committee.
- 2) Each committee member individually evaluates the applications and provides their top 5 candidates to staff which then compiles the recommendations into a spread sheet for committee review. The Committee discusses the spread sheet and then reaches a consensus of the top 3 to 5 candidates for Committee interviews.
- 3) Staff develops a rating form that each committee member uses to individually evaluate the applications. The rating scores are provided to staff and the top 3 to 5 rated applicants are then scheduled for Committee interviews.

These ideas are presented to initiate the Committee discussion, however the Committee may wish to use some other method of screening the applicants.

Executive Director's Transition Timeline

2012

- March Executive Director Roach provides formal notice of pending retirement date, M. Crosley proposed as replacement
- April Personnel Committee meets to review position descriptions and proposed salary for new assistant director search
- May Advertise
- June Staff screens applications to 20 or 30
- July/August Personnel Committee reviews applications and reduces to top candidates
- September Personnel Committee or Board interviews top candidates and offers job
- October New Assistant Director Starts, training begins
- December Assistance Program Cycle begins

2013

- January-August Training continues
- September 7, 2013 D. Roach retires