



Agenda

September 16, 2015 – 9:00 am
Governmental Center,
301 North Olive Avenue, 6th Floor
Commissioners Chambers

Palm Beach County

Commission on Ethics

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West Palm Beach, FL 33401

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Commissioners

Michael S. Kridel, Chair

Clevis Headley, Vice Chair

Michael F. Loffredo

Judy M. Pierman

Sarah L. Shullman

Executive Director

Steven P. Cullen

Intake Manager

Gina A. Levesque

Staff Counsel

Christie E. Kelley

Senior Investigator

Mark E. Bannon

Investigator

Anthony C. Bennett

- I. Call to Order
- II. Roll Call
- III. Introductory Remarks
- IV. Discussion regarding Executive Director replacement
 - a. Process review by Leilani Yan
- V. Discussion regarding Interim Executive Director
 - a. Process review by Brad Merriman
- VI. Executive Director Comments
- VII. Commission Comments
- VIII. Public Comments
- IX. Adjournment

If a person decides to appeal any decision made by this Commission with respect to any matter considered at this meeting or hearing, (s)he will need a record of the proceedings, and that, for such purpose, (s)he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

ISSUED: 9/21/2015

CLOSES: 10/9/2015

Position: **EXECUTIVE DIRECTOR, COMMISSION ON ETHICS, PALM BEACH COUNTY**
Salary: Negotiable Depending on Qualifications, Range of \$117,952 to \$133,000 Annually
Department: Commission on Ethics
Location: West Palm Beach, Florida
Hours: 8:00 A.M. to 5:00 P.M., Monday - Friday
Other: Valid Florida Driver's License and PBC Risk Management Department approval prior to appointment.
This is an AT WILL position.

Palm Beach County (PBC), Florida, is soliciting applicants for the position of Executive Director, for the PBC Commission on Ethics (COE). In this highly responsible administrative role, you will lead an independent agency that provides advisory and quasi-judicial services, dedicated to strengthening public trust in local government. The Palm Beach County COE has been recognized as one of the most independent and innovative ethics programs in the country. This position oversees the daily operations of the Palm Beach County COE. The selected candidate will work with dedicated, expert staff on enforcement issues, interpretation and development of ethics rules, and community outreach. Responsible for designing and implementing training and education programs for public officials and employees, county and municipal vendors, lobbyists and principals and other entities that may come under the jurisdiction of the COE by contract or ordinance. Develops policies, programs and strategies to deal with all ethics related matters. In addition, will prepare and edit legal and informational documents for the COE and general public.

Reviews applicable codes and ordinances and recommends changes to the COE based upon the ongoing application of these laws. Plans, directs and establishes administrative policy to effectively allow the department to carry out its mission. Reviews ethics inquiries and investigations, files self-initiated complaints, determines legal sufficiency of complaints, writes, reviews, edits documents and submits to the COE for approval. Makes Court appearances where COE decisions are contested. Creates and publishes periodic reports for the governing boards under the jurisdiction of the COE and to the community at large on matters relative to the official activities, public findings and economic impact of the COE's activities. Prepares and presents annual budgets to the COE and BCC for approval.

The Ethics Commission shall provide broad policy and directional goals which the successful candidate will be responsible for carrying out with minimal supervision or interference.

The selected candidate will not become actively involved in political activities, will not attempt to utilize the position for personal gain and will avoid all appearances of potential conflict that might be perceived to impair the independence of the office.

Minimum Requirements: Bachelor's and Juris Doctor Degrees; five (5) years of experience in any one or a combination of the following fields: As a Federal, State, or Local law enforcement officer/official/prosecutor; as a Federal or State court judge or judicial clerk; as a Federal, State, or Local government attorney with expertise in investigating fraud, mismanagement, corruption and/or advising public officials on their ethical obligations; as an Ethics Officer, Inspector General, Certified Public Accountant, or Internal Auditor; as a person with progressive supervisory and management experience in an investigative public agency similar to an Ethics Office; as an ethics officer; one (1) year of related supervision; current membership in good standing and a minimum five (5) years membership in the Florida Bar. Candidates must state in their application materials their minimum salary requirement.

Preferred Qualifications include participation in business, government, professional and community-based organizations; prior legal related work in an ethics office; certification or other experience relating to white collar crime or official corruption prosecution or equivalent civil action; teaching or directing college, university or law school level classes or programs involving public administration or ethics in government and/or publication in the field of government or corporate ethics. Demonstrated experience in legal pleadings, community speaking and outreach. Attorney with experience in ethics regulation, research, legal writing, law enforcement or civil code enforcement, municipal or local government law. Related advanced degrees may substitute for education and/or experience.

Selection Process: Employment Application information is subject to State of Florida Public Records, Chapter 119 laws/exemptions (embed this link http://www.leq.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0119/0119.html). Applicants must complete a Palm Beach County Board of County Commissioners Employment Application (apply at www.pbcgov.jobs) and Professional Conduct Questionnaire (embed <http://pbc/hris/asps/help/Professional%20Conduct%20Questionnaire.pdf>), and any Veteran's Preference/related materials, that must be received by 5:00 p.m. on 9/30/2015, by the Palm Beach County Human Resources Department, 100 Australian Avenue, Suite 300, West Palm Beach, FL 33406. ***The Commission on Ethics, composed of a former law enforcement official with experience investigating white collar crime or public corruption, an attorney with experience in ethics regulation, an ethics educator, a certified public accountant and a former elected official, will be solely responsible for selecting the Executive Director.*** Employment Application review, background investigations, and personal and professional referrals will be conducted. Following formal interview by the COE, the Commission on Ethics will set the Executive Director's salary, subject to approval by the Board of County Commissioners. PBC Human Resources Department: Info 561-616-6888 Fax 561-616-6893 (No e-mail applications/resumes accepted). Applications must include Job ID number, and will be accepted no later than 5:00 p.m. on 9/30/2015.

Benefits: The Palm Beach County Board of County Commissioners provides an

excellent benefits package, including a salary competitive for the South Florida marketplace, travel reimbursement for interviews, relocation reimbursement assistance per PBC County-Wide Policy CW-F-012, medical, dental and life insurance, as well as vacation and sick leave, tuition reimbursement and participation in the Florida Retirement System.

Visit www.palmbeachcountyethics.com for detailed information on the Commission on Ethics, Palm Beach County, Florida

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DRAFT

RECRUITMENT SOURCES - EXECUTIVE DIRECTOR, COE

Print & Internet-PB Post - (Monster and Yusabe [Hispanic online venue])

Print & Internet-Sun Sentinel - (Careerbuilder)

Internet-NFBPA

Internet-www.palmbeachbar.org

Internet-www.floridabar.org - Monday Email blast and regular job postings

Internet-FAC

Internet-FL League of Cities Datagram

Internet-Ethics and Compliance Officer Association

Please have all ads pulled at 5 p.m. on close date of 9/30/2015

These sources are in addition to the usual and customary PBC BCC ad sources, e.g., www.pbcgov.jobs, Channel 20, job hotline, etc.