

**OFFICIAL MEETING MINUTES
OF THE
PALM BEACH COUNTY COMMISSION ON ETHICS
PALM BEACH COUNTY, FLORIDA**

SEPTEMBER 16, 2015

**WEDNESDAY
9:13 A.M.**

**COMMISSION CHAMBERS
GOVERNMENTAL CENTER**

- I. CALL TO ORDER**
- II. ROLL CALL**

MEMBERS:

Michael S. Kridel, Chair
Clevis Headley, Vice Chair
Michael F. Loffredo
Judy Pierman – Arrived later
Sarah L. Shullman

STAFF:

Mark E. Bannon, Commission on Ethics (COE) Senior Investigator
Anthony C. Bennett, COE Investigator
Steven P. Cullen, COE Executive Director
Christie E. Kelley, COE Staff Counsel
Gina A. Levesque, COE Intake Manager
Brad Merriman, Assistant County Administrator

ADMINISTRATIVE STAFF:

Barbara Strickland, Deputy Clerk, Clerk & Comptroller's Office

III. INTRODUCTORY REMARKS

Chair Michael Kridel announced that COE Executive Director Steven Cullen's resignation was effective October 2, 2015.

IV. DISCUSSION REGARDING EXECUTIVE DIRECTOR REPLACEMENT

IV.a. Process Review by Leilani Yan

Human Resources (HR) Recruitment and Selection Manager Leilani Yan stated that:

- The COE Executive Director recruitment conducted in 2013 was similar to the County Inspector General's recruitment process.
 - The original newspaper advertisement ran for 21 days and drew 57 applicants.
 - Interview panel members (panel) received an information packet containing applications and resumes. The panel submitted its top ten choices to HR two weeks later to short-list candidates and schedule interviews.
 - The HR staff provided structure, guidelines, and suggested procedures. Six interviews were completed in one day. Candidates submitted references and completed professional conduct questionnaire forms, which were available to the COE.
 - Thorough background checks were completed prior to the interviews. Panelists submitted suggested interview questions to HR staff to assemble. Applicants answered written exercises.
 - A salary range was included in the 2013 job advertisement (ad) and was negotiable based on qualifications.
 - This procedure could be followed at the COE's request.
- Interviews were broadcast live by County PBC-TV Channel 20, and a hiring decision was made the same day. The entire process lasted approximately 12 weeks.

(CLERK'S NOTE: Commissioner Judy Pierman joined the meeting.)

V. DISCUSSION REGARDING INTERIM EXECUTIVE DIRECTOR

V.a. Process Review by Brad Merriman

Assistant County Administrator Brad Merriman stated that:

- Salary ranges for County jobs were flexible. The highest amount was not advertised.
- The COE and HR staff would establish minimum job qualifications.
- Reference checks would be conducted for the applicants who satisfied the minimum requirements.
- The job ad would be comprehensive so that applicant diversity was achieved. The various bar associations would run the ad according to their scheduled publishing dates.

Ms. Yan confirmed that each bar association in Florida would have the ad, as well as some national organizations such as *The National Forum for Black Public Administrators*. She said that HR would focus on State applicants and those who were admitted to the Florida Bar and were living out of State.

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VI. EXECUTIVE DIRECTOR COMMENTS

Executive Director Cullen recommended that the COE follow the established HR recruitment process to attract and identify qualified applicants.

VII. COMMISSION COMMENTS

(CLERK'S NOTE: Chair Kridel inadvertently called the meeting adjourned.)

Executive Director Cullen stated that a vote was needed to confirm that the HR's recommended recruitment process was acceptable.

MOTION to accept the process outlined by Leilani Yan and Brad Merriman. Motion by Michael Loffredo, seconded by Clevis Headley, and carried 5-0.

(CLERK'S NOTE: Chair Kridel inadvertently called the meeting adjourned.)

V.a. – CONTINUED

Assistant County Administrator Merriman continued by saying that:

- An interim executive director would serve between the period following Executive Director Cullen’s departure on October 2, 2015, and the final candidate selection.
 - An interim director chosen from among the staff was typically given a temporary pay increase, although the COE could follow any selection method it preferred.
 - Interested in-house candidates would be interviewed in a brief public session.
 - An interim appointment was needed within two weeks.

Chair Kridel asked Mark E. Bannon, COE Senior Investigator, whether he wished to be considered for the interim executive director position, and for the regular fulltime job as well.

Mr. Bannon stated that he was interested in serving as the interim executive director, and that he would apply for the regular fulltime job.

Chair Kridel asked Christie E. Kelley, COE Staff Counsel, whether she wished to be considered for the interim executive director position, and for the regular fulltime job.

Ms. Kelley stated that she joined the COE staff a year-and-a-half ago, and therefore lacked sufficient experience to consider applying for either the interim or the fulltime job.

MOTION to nominate and appoint Mark Bannon as the interim director of the Commission on Ethics. Motion by Michael Loffredo, seconded by Clevis Headley, and carried 5-0.

Mr. Merriman commented that a County interim appointment usually conveyed either a 10 percent pay increase or the minimum pay grade, whichever was greater.

Mr. Bannon stated that his salary was well below the minimum pay grade.

V.a. – CONTINUED

Mr. Merriman agreed to apply standard County salary-level allowances to the interim director position.

Chair Kridel stated that the start date for the interim director was the next business day following October 2, 2015.

VIII. PUBLIC COMMENTS – None

IX. ADJOURNMENT

At 9:45 a.m., the chair declared the meeting adjourned.

APPROVED:



Chair/Vice Chair