

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

OCTOBER 18, 2021

**THURSDAY
11:30 A.M.**

**COMMISSION CHAMBERS
WEISMAN GOVERNMENTAL CENTER**

I. CALL TO ORDER

II. ROLL CALL

MEMBERS:

Peter L. Cruise, Chair
Michael S. Kridel, Vice Chair
Carol E. A. DeGraffenreidt
Michael H. Kugler
Rodney G. Romano- Absent

STAFF:

Mark E. Bannon, Commission on Ethics (COE) Executive Director
Christie E. Kelley, Esq., COE General Counsel
Gina A. Levesque, COE Intake and Compliance Manager

ADMINISTRATIVE STAFF:

Julie Burns, Deputy Clerk, Clerk of the Circuit Court & Comptroller's Office (clerking)
Danielle Freeman, Deputy Clerk, Clerk's Office (condensing)

III. INTRODUCTORY REMARKS – None

IV. EXECUTIVE DIRECTOR JOB SEARCH UPDATE

Leilani Yan, Manager of Recruitment and Selection, said that:

- The COE was asked to submit a list of their top candidates, which could include up to six names.
- The results were summarized into a frequency table, and a color-coding method was used to indicate scoring.

- Today's discussion would involve which applicants the COE would like to move forward in the interview process.

Responding to COE questions, Ms. Yan said that:

- The COE could decide how many candidates from the list they wanted to interview.
- The ordinance did not restrict how many candidates to choose, the only requirement was that the process be competitive, which included:
 - soliciting open applications; and
 - having a review period to access the applications and select a group of applicants to interview.

Discussion ensued regarding interviewing the top four candidates who scored the highest.

MOTION to interview the first four candidates. Motion made by Michael Kugler, seconded by Michael Kridel, and carried 4-0. Rodney Romano absent.

Responding to COE questions, Ms. Yan said that interviews would be on November 4, 2021:

- Each candidate would have 45 minutes to answer questions.
 - Time would be set aside to evaluate written assessment and for public comment;
 - the process would take around five hours.
- If the candidates were local, the written assessments could be performed in Human Resources Department, and they could be reviewed during the public portion of the meeting.
- Draft procedures for the interview process would be sent to the COE for feedback. Once the comments were incorporated, a final draft of the protocols would be distributed.
- Previously used interview questions would be confidentially released to the COE for review.
- Any changes to the interview protocols and questions need to be submitted by Friday, October 22, 2021.
- Candidates would be contacted to submit consent for a background check, and the results should be back within a week.

- The interviews were scheduled at 1:30 p.m.

COE Intake and Compliance Manager, Gina Levesque, clarified that the COE meeting would be prior to the interviews, and the agenda only included minutes approval.

Responding to a COE question, Ms. Yan said that:

- In addition to the background checks, the Palm Beach County Bar Association would be consulted regarding the candidates.
- The final evaluation and rank order would be discussed during the public portion of the meeting.
- The top four names would be public record, and only their demographic information would be redacted.
- The interviews would be held publicly and televised on Channel 20.

V. ADJOURNMENT

At 11:41 a.m., the chair declared the meeting adjourned.



Chair/Vice Chair