

MINUTES OF VIRTUAL SUBCOMMITTEE MEETING
DANIA BEACH COMMUNITY REDEVELOPMENT AGENCY
THURSDAY, SEPTEMBER 24, 2020 – 3:30 P.M.

1. Call to Order/Roll Call

Vice-Chair Odman called the subcommittee meeting to order at 3:32 p.m.

Present:

Vice-Chair:	Lauren Odman
Executive Director:	Rickelle Williams
Human Resources Director:	Linda Gonzalez
City Attorney:	Thomas Ansbro
CRA Secretary:	Thomas Schneider

2. Executive Director Recruitment - Review of the Resumes of Applicants for the Executive Director Position and Producing a Short List to Present to the Entire CRA Board on September 25, 2020

Human Resources Director Gonzalez summarized the process taken to provide a complete package of the recommended applicants, as well as copies of all of the applications received, to the CRA Board.

City Attorney Ansbro briefly summarized the actions that had been taken by the subcommittee prior to this meeting.

Human Resources Director Gonzalez read a summary of Executive Director Recruitment Subcommittee meetings, as revised by Director Williams, which is attached to and incorporated into these minutes.

Director Williams discussed corrections she made to the summary.

Human Resources Director Gonzalez discussed corrections she made to the summary.

Vice-Chair Odman noted she does not have a problem with any of the additional applications that came in. The list could be narrowed down further, but she felt 13 applicants is a good selection. The Board has had sufficient time to review the package in order to pick their top three for the special CRA Board meeting on Friday.

Director Williams added all of the applications that came in and sent to her were forwarded to the entire CRA Board.

Human Resources Director Gonzalez noted the PowerPoint was meant to be informational to the Board.

Director Williams said she had emailed the application for the 13th applicant to the Board, but did not know if any Board Member would like a printed copy. She will contact the Board to find out.

City Attorney Ansbro noted any member of the public in attendance would be allowed to speak.

No one requested to speak.

3. Adjournment

Vice-Chair Odman adjourned the meeting at 3:51 p.m.

ATTEST:


THOMAS SCHNEIDER, CMC
CRA SECRETARY

COMMUNITY REDEVELOPMENT
AGENCY SUBCOMMITTEE

LAUREN ODMAN
VICE-CHAIR – CRA

Approved: October 13, 2020



Good afternoon,

In preparation for the meeting tomorrow, below is a background and summary of our discussions:

- The posted job announcement sought preferred desired qualifications to include:

What's preferred: (Desired Requirements)

Seven (7) years of related work experience, including three (3) years of CRA management experience

Master's degree in Public Administration, Public Policy, Business Administration, Political Science, Urban Planning, Economics, Real Estate, Marketing, Communications or related field

Florida Redevelopment Association, AICP and/or CECd certification

Knowledge of Florida Statutes, Chapter 163, Part III

Experience with redevelopment policy creation

Knowledge of economic development, redevelopment, capital projects, finance, marketing, real estate, urban planning and/or underwriting.

- Human Resources prepared an initial application review and sorted applications as either Highly Qualified (HQ), Qualified (Q) or Not Best Qualified (NQ). HR determined the criteria to be used on the application review document without prior input from the subcommittee. HR provided this sorted list to the subcommittee on 9/18/2020.
- Those Highly Qualified were initially determined by HR by the desired requirement of 7 years of related work experience, including 3 years of CRA experience. However, HR included some candidates on the initial and subsequent Highly Qualified (HQ) list who do not have the 3 years of CRA experience.
- Within the Highly qualified group, additional factors were considered by HR to rank the candidates, including (Degree (Masters or Bachelors), certification, years of director level experience, years of management level experience, municipal experience). Although HR created a ranking format, the subcommittee did not utilize HR's ranking factors to evaluate candidates, since many of the factors and criteria used by HR were not included in the job announcement as minimum or desired requirements. HR also included some candidates on the Highly Qualified (HQ) list who do not have the desired requirement of a master's degree. The subcommittee used HR's prepared application review document as a conversational tool only, not a ranking tool since the criteria/factors included did not align directly with the job announcement.
- Applications were briefly discussed by the subcommittee on 9/18/20 at 5 pm. During this meeting, HR offered to finalize the review of the 104 applications noting that HR had to quickly review the additional 70 plus applications that came in, and revise the application review document over the weekend. HR also volunteered to create a training powerpoint related to interview do's and don'ts prior to the next scheduled subcommittee meeting on Monday 9/21/20 at 4:45 pm
- On Sunday, 9/20, HR updated the application review document for the 104 applications and provided the document to the subcommittee.

- On Monday, 9/21, legal reviewed the PowerPoint, and the final PowerPoint was provided to the subcommittee prior to the second subcommittee meeting scheduled for 9/21 at 4:45 pm
- During the 9/21 subcommittee meeting, it was requested that HR provide hard copies to the Board of the identified applicants by 9/22 at 5pm, (which was completed)
- Also during the 9/21 subcommittee meeting, the Executive Director suggested an “Option 2” expedited hiring timeline, which was subsequently added to the PowerPoint. The Executive Director noted that the Option 1 timeline prepared by HR would take this process beyond the Thanksgiving holiday.

On review, the Vice-Mayor suggested the following candidates, (all from the HQ list):

- o Allison Justice
- o Michael Chen
- o Kemuel Cox
- o Patrick Brett
- o Gendon Hall
- o Shane Corbin
- o Ricardo Noguera
- Robert Wallace
- The Executive Director additionally suggested:
 - o Evan Fancher from Q list, (as this candidate had CRA Executive Director experience, but not the full 3 years of CRA experience and some people on HR’s HQ list did not have the other desired requirements or 3 years of CRA experience
- Further on 9/21, the Executive Director provided a draft memo to the subcommittee for review and comment. The subcommittee members reviewed and offered no changes to the memo. The Executive Director then sent the final memo to the Board for the Friday, 9/25 scheduled Board meeting, names of applicants and PowerPoint.
- After discussion with HR, Executive Director and Legal, two (2) additional applicants were added to the list, and a second memo went out to the Board on Tuesday, 9/22/20
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- On 9/22 the HR Director additionally suggested the following candidates be added:
 - o Marc Starling be added as a qualified veteran
 - o Brian Bergen (from HQ list)
 - o Robert Franke (from HQ list)

- Upon further review of the HQ list, HR suggests the following candidate be added, as they are the only other candidate from the HQ list not included. This is for discussion on Thursday, 9/24/20 at the scheduled meeting:

- o Samuel Blatt. This candidate has zero (0) years of CRA experience but was included, by HR, on the HQ list.

Therefore, in summary, this would include all 11 candidates on the Highly Qualified list, 1 candidate on the Q list, and the 1 qualified veteran, for a total of 13 candidates for the Board to consider. I count 12 candidates since Samuel Blatt was not sent to the Board to date.

If the subcommittee or the Board wish to use other criteria, that is certainly an option and always open for discussion.

This information should expedite the discussions tomorrow.

Please let me know if you have any questions.

Linda