

(07-14-03)

**BOARD OF COUNTY COMMISSIONERS
BRADFORD COUNTY, FLORIDA
INTERVIEWS/RANKING FOR GRANT
WRITER 8:30 A.M.
WORKSHOP WITH
TONY ARRANT 10:00 A.M.
JULY 14, 2003**

The Bradford County Board of County Commissioners met July 14, 2003, to conduct interviews for a Grant Writer and to hold a workshop with Tony Arrant with the Small County Technical Assistance Services Program. Attending the interviews were: Commissioner Mann, Commissioner Thomas, Chairman Cooper, Commissioner Johnson, Commissioner Hersey, Clerk Norman, Marlene Stafford, Lisa Hall and Mark Crawford.

INTERVIEWS AND RANKING OF GRANT WRITER POSITION

The five applicants previously chosen for an interview are: Nancy Taylor, Cynthia Hildebran, Alexander Hinely, Mindy Goodwin and Nathaniel Hines. Nancy Taylor accepted another job, Cynthia Hildebran was a no show, Alexander Hinely was a no show.

The two remaining applicants were interviewed in the following order:

Mindy Goodwin
Nathaniel Hines

Each applicant presented an opening statement, after which the Board members posed questions to him or her.

Discussion amongst the Board ensued following the interviews.

At the conclusion of discussion, tally sheets were provided to the Commission. Each commissioner ranked the two applicants, which were tabulated by Clerk Norman and Deputy Clerk Marlene Stafford. The results of the ranking are as follows:

1. Nathaniel Hines
2. Mindy Goodwin

(The ranking sheets are available for public review in the Commission Office.)

The position will be ratified at a regular scheduled meeting.

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**WORKSHOP
10:00 A.M.**

Attending the workshop were: Commissioner Mann, Commissioner Thomas, Chairman Cooper, Commissioner Johnson, Commissioner Hersey, Clerk Norman, Jim Farrell, Marlene Stafford, Lisa Hall, Tony Arrant and Mark Crawford.

(A copy of the documentation presented at this meeting is located in Supplement File No. 07-14-03.)

Chairman Cooper called the workshop to order at 10:15 a.m.

(Prior to the workshop, Mr. Arrant distributed copies of a handout entitled, "Florida Counties Forms of Governments-The Power and Duties of County Commissioners and Administrators").

Tony Arrant, Technical Assistance Consultant with the Small County Technical Assistance Program, addressed the Commission. Mr. Arrant said that he was asked to discuss a couple of issues with the Commission, the most prominent being the forms of county government. The other issue he was asked to address relates to personnel, which is not his specialty. He would like to get a letter from the Board or the Clerk requesting assistance with personnel issues. They can either send someone, or the Commission can hire someone to assist in writing a personnel manual or pay plans, etc., and they will reimburse the County for the expense.

Chairman Cooper said that he would like the Commission to request assistance concerning personnel issues, particularly the subject of a written pay plan. Mr. Arrant said that Nick Pellegrino, with Cody and Associates, has done work with the Foundation's SCTAS Program since it started in the early '90's. He is someone he would recommend that the Commission let them pay to come and address personnel issues.

Mr. Arrant then addressed the topic of liaison commissioners. Chapter 125 of the Florida Statutes explains the power and duties of a county commissioner as the legislative and/or executive members of a county's government. Chapter 125, and the Florida Constitution, contemplates that you are legislators, policy decision makers, and your authority is derived when you are in session. Commissioners only have authority to make decisions when they are in session, or when acting as an executive officer, unless the Board itself provides the commissioner with some executive authority, this is what leads you into your role as a liaison commissioner. Your powers and duties can be expanded to the executive branch based upon the governance of this legislative body. Written executive duties and responsibilities should be established in a public meeting and reflected in the minutes.

Chairman Cooper inquired about the limits of authority that can be granted to a liaison commissioner. Mr. Arrant said that the Board basically has the authority to establish as much executive authority as it deems appropriate, up and to the point where you might be in violation of a general law or a local policy or ordinance.

Mr. Arrant said that the problems he sees throughout the state relate to personnel issues and the following question: "How far down the chain of command can a liaison commissioner go and effect

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immediate day-to-day change.” It is the opinion of many experts that county commissioners should avoid putting themselves in the position to handle day-to-day personnel issues.

Discussion ensued.

Mr. Arrant said that there are, at a minimum, three (3) items that should be considered when developing written executive duties and responsibilities of a liaison commissioner. They are:

1. Authority to spend money
2. Authority over personnel related issues
3. The legislative goal trying to be achieved for each department

Chairman Cooper asked if there are other counties that have developed something in writing defining the executive role of a liaison commissioner. Mr. Arrant said that he would see if he can get his hands on some examples, however, he would recommend a facilitated workshop, to include department heads, which purpose would be to establish a list of duties and responsibilities. He will be glad to attend the workshop and walk the Board through the steps.

There was some discussion concerning the process by which the Board approves payment of bills.

Commissioner Thomas said that it is his understanding that Mr. Arrant is recommending that the Board have a point person, whether it is a coordinator, administrator or the Clerk. Mr. Arrant said in his professional opinion, he feels the County needs a professional administrator, whether the Board calls them a coordinator, administrator or truck driver. If the job description is written correctly, in the long run it will better serve government in Bradford County. That is why 52 out of Florida’s 67 counties are run by some kind of professional administrator or manager. Each county has to do what works for that county.

Commissioner Thomas said that currently, the Board uses the Clerk as a point person, but he needs to be designated the true authority by the full Board. Mr. Arrant said that if a county does not have a Chapter 125 administrator, the clerk is also the records manager for the commission, which is how most counties make the logical step to go ahead and endow the clerk with administrative authority.

Chairman Cooper asked if the Commission is interested in having SCTAS send someone to perform management studies, specifically for the Road Department and Emergency Services. There was Board consensus to do so.

Chairman Cooper said that he would draft a letter requesting SCTAS assistance for management studies and probably in establishing some liaison commissioner guidelines. Prior to someone coming to assist, the Commission needs to conduct a workshop. Mr. Arrant said that would be the most productive way to handle it.

The Board thanked Mr. Arrant for his assistance.

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At this time, Clerk Norman and Mr. Farrell distributed copies of the 2003-2004 tentative/proposed budget.

Chairman Cooper reviewed the various budgets that are currently out-of-balance, based on projected revenues and department budget requests. They are as follows:

General Fund	\$1,031,024.00
Road Department	\$ 759,655.00 (No carry forward monies)
Sheriff/Jail	\$1,042,407.00
Emergency Services	\$ 253,088.00 (Includes \$150,000 carry forward; no contribution from the General Fund.)
TOTAL OUT-OF-BALANCE	<u>\$3,086,174.00</u>

Chairman Cooper said that a schedule for budget workshops would be established at a later date.

Clerk Norman announced the following dates:

- Thursday, July 17 - Board to set tentative millage
- Friday, August 15 - Property Appraiser mails TRIM notices
- Thursday, September 11 - 1st public hearing
- Monday, September 22 - Final public hearing

Commissioner Johnson announced that due to time constraints, he gave Mr. Griffis, Facility Maintenance Director, permission to advertise the position recently vacated by Mr. Jason Padget. He will also make this announcement at Thursday's meeting.

There being no further business, the meeting adjourned at 12:05 p.m.

**BOARD OF COUNTY COMMISSIONERS
BRADFORD COUNTY**

JOHN S. COOPER, CHAIRMAN

ATTEST: _____
RAY NORMAN, CLERK TO THE BOARD

These minutes typed by:

Marlene K. Stafford, Deputy Clerk