

**AT A SPECIAL MEETING OF THE BOARD OF COUNTY
COMMISSIONERS HELD IN AND FOR GADSDEN
COUNTY, FLORIDA ON JANUARY 14, 2025 AT 5:00 P.M.,
THE FOLLOWING PROCEEDING WAS HAD, VIZ:**

Present: Eric F. Hinson, Chair, District 1
 Ronterious Green, Vice-Chair, District 5
 Alonzetta Simpkins, District 2
 Shawn Wood, District 3
 Brenda Holt, District 4
 Roosevelt Morris, Interim County Administrator
 Thornton Williams, County Attorney
 Adriana Quijada, Deputy Clerk
 Leann Jinks, Clerk Secretary to the Board

1. Call to Order, Invocation and Pledge of Allegiance

Chair Hinson called the meeting to order at 5 p.m. He led into a moment of silence and then the Pledge of Allegiance to the U.S. Flag.

4. Amendments to the Agenda

Mr. Morris stated there were no amendments to the agenda.

Commissioner Simpkins appeared through Zoom.

5. Approval of Agenda

**COMMISSIONER GREEN MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED AND
COMMISSIONER WOOD MADE THE SECOND. THE BOARD VOTED 5-0 TO APPROVE.**

6. Citizens Requesting to be Heard on Non-Agenda Items (3-minute limit)

The Gadsden County Board of County Commissioners welcomes and encourages public participation at all meetings of the Board. Citizens are free to speak for up to three (3) minutes on non-agenda items. Public comments and participation are also encouraged for items on the agenda. Additionally, if you are unable to attend a meeting in person, comments from the Public can also be submitted via email to CitizensToBeHeard@gadsdencountyfl.gov until noon on the date of the meeting. Comments submitted after the deadline, but prior to the meeting, will be added to the official record, but the County cannot guarantee that Commissioners and staff will have adequate time to review comments prior to the meeting. Citizens are further encouraged to participate on the County's website at www.gadsdencountyfl.gov.

Chair Hinson read aloud the above statement.

7. General Business

7.a County Administrator's Position

Mr. Morris presented the above item.

Chair Hinson asked if any Commissioners had any input. Commissioner Green stated he was fine with it because some of the basic information comes from the description that was already aligned with Florida Association of Counties. He wanted to make sure they were on the same page regarding getting interviews on the go. They had agreed to have a board or group to assist and he would love to have community input on this. Commissioner Wood asked if the board would review the applications or just be a part of the interview process; Commissioner Green stated he thought there should be a vetted process before it gets to the board.

Mr. Williams stated he could recommend a process to consider – the board could have a citizens committee after vetting the first process. People need to be vetted and qualified first before it getting to the board.

Commissioner Simpkins stated her opinion on this was to have citizen input and have applicants introduce themselves. She wanted all applications to go to her email, even if it was 500.

Commissioner Holt mentioned ordinance and the qualifications would already vet people out; she was in favor of a committee.

Chair Hinson mentioned having a credit score qualification. He stated for all to agree to start advertising tomorrow. Commissioner Wood stated they need to have a format so that when they send it out, the applicants will know the expectations.

Commissioner Green stated they could have a timeline for this position to be filled. Chair Hinson mentioned a 30-day timeline of getting the position out there. Commissioner Holt mentioned choosing one person per commissioner for the committee. Commissioner Simpkins stated she would like to know the applicants; interviews are open to the community. Chair Hinson stated it would be a 3-month process regardless and to give applicants 30 days to apply.

Mr. Williams stated the position advertisement is tied to importance of position; he suggested to vote on a time period for advertisement. Commissioner Wood and Commissioner Holt are with a 45-day timeline. Commissioner Simpkins stated she would like 30 days to advertise.

COMMISSIONER HOLT MADE A MOTION FOR A 45-DAY TIMELINE FOR ADVERTISING THIS POSITION AND COMMISSIONER GREEN MADE THE SECOND. THE BOARD VOTED 3-2 TO APPROVE. COMMISSIONER SIMPKINS AND CHAIR HINSON OPPOSED.

Mr. Williams stated applicants should be vetted before commissioners get them; he recommended a 10-day vetting period with HR. The commissioners could see all the applicants, but they are vetted.

COMMISSIONER HOLT MADE A MOTION FOR A 10-VETTING PERIOD FOR HUMAN RESOURCES AND COMMISSIONER WOOD MADE THE SECOND. THE BOARD VOTED 5-0 TO APPROVE.

Ms. Burroughs appeared and stated maybe 15 days to give commissioners to review and interview applicants.

Commissioner Wood stepped out at 6 p.m.

COMMISSIONER GREEN MADE A MOTION TO APPROVE A 15-DAY PERIOD TO ALLOW COMMISSIONERS TO REVIEW AND INTERVIEW APPLICANTS. COMMISSIONER HOLT MADE THE SECOND AND THE BOARD VOTED 5-0 TO APPROVE.

Mr. Williams stated they need to vote on whether or not they want a citizens committee to review applications and rank applicants.

COMMISSIONER HOLT MADE A MOTION TO APPROVE A CITIZENS COMMITTEE AND FOR EACH COMMISSIONER TO SELECT ONE PERSON FOR THE COMMITTEE. COMMISSIONER GREEN MADE THE SECOND AND THE BOARD VOTED 2-3 TO DENY THIS MOTION. COMMISSIONER WOOD, COMMISSIONER SIMPKINS, AND CHAIR HINSON OPPOSED THE MOTION.

COMMISSIONER WOOD MADE A MOTION TO APPROVE A CITIZENS COMMITTEE AND FOR EACH COMMISSIONER TO SELECT 2 PEOPLE FOR THE COMMITTEE AND TO ALSO INCLUDE A CONSTITUTIONAL. COMMISSIONER GREEN MADE THE SECOND AND THE BOARD VOTED 3-2 TO APPROVE.

Mr. Williams stated it was probably unique to include a constitutional; It would need to be only advisory if they do go that way. He stated the next issue to discuss was regarding the job description. He asked if they wanted to include social science under degree. Commissioners were fine with removing social science.

Mr. Williams stated the next issue was to vote on advertising the entire position description. Ms. Burroughs appeared and stated they usually provide a full description.

Commissioner Wood stated he was not sure why they have 8 people answering to one; he asked if they had the ability to change the structure. Chair Hinson stated they could change the organizational chart. Ms. Burroughs stated in other counties, they have multiple assistant county administrators and this county only has one.

Chair Hinson asked if wanted to add the CFO position on the description; Mr. Morris stated they also need to add elderly affairs under the positions that the County Administrator

would supervise. Commissioner Simpkins stated they never approved the CFO position itself, just the person. Chair Hinson stated whichever one was approved, CFO or budget director, they would add it to the description.

Mr. Williams recommended for Mr. Morris to meet with the HR director, Ms. Burroughs, and then just fill the positions in. Chair Hinson mentioned what Commissioner Simpkins stated earlier, the CFO position itself was never approved. Commissioner Holt stated to just go ahead and vote on either CFO or Budget Director to include in the description.

COMMISSIONER HOLT MADE A MOTION TO ADD THE CFO POSITION. THE MOTION DIED DUE TO LACK OF SECOND.

Mr. Williams mentioned the CFO being the Clerk; it was better to name it under 'Financial Director'. He mentioned an email from the Clerk that stated he did not want the CFO position to be listed under the job description as he was the CFO of the county.

COMMISSIONER HOLT MADE A MOTION TO ADD THE POSITION AS FINANCE DIRECTOR AND COMMISSIONER SIMPKINS MADE THE SECOND. THE BOARD VOTED 5-0 TO APPROVE.

COMMISSIONER HOLT MADE A MOTION TO ELIMINATE ALL THE POSITION NUMBERS AND PROVIDE DIRECTION TO HR TO FILL POSITIONS AND INCLUDE THEM IN THE DESCRIPTION. COMMISSIONER GREEN MADE THE SECOND AND THE BOARD VOTED 5-0 TO APPROVE.

Mr. Williams stated they need to know what they want back from the applicant (resume, references, etc.) Ms. Burroughs stated could do a qualifications statement.

COMMISSIONER HOLT MADE A MOTION FOR APPLICANTS TO RETURN RESUME, REFERENCES, AND QUALIFICATION STATEMENT. COMMISSIONER GREEN MADE THE SECOND AND THE BOARD VOTED 5-0 TO APPROVE.

Chair Hinson mentioned doing a credit score check and Ms. Burroughs recommended to do it on the back end.

COMMISSIONER WOOD MADE A MOTION TO ADD A 700 CREDIT SCORE REQUIREMENT FOR THE FINAL 3 APPLICANTS AND COMMISSIONER HOLT MADE THE SECOND. THE BOARD VOTED 5-0 TO APPROVE.

COMMISSIONER SIMPKINS MOTION TO HAVE MR. MORRIS DIRECT MS. BURROUGHS TO PREPARE THE ADVERTISEMENT AND FOR COMMISSIONERS TO REVIEW IT BEFORE IT IS ADVERTISED. COMMISSIONER GREEN MADE THE SECOND AND THE BOARD VOTED 5-0 TO APPROVE.

Commissioner Green asked how soon would this be ready to go. Ms. Burroughs stated it will be ready by next Tuesday.

Commissioner Wood stepped out at 6:57 p.m.

Commissioner Wood returned at 6:59 p.m.

Mr. Williams stated to include in motion if there are no concerns, they will advertise it, and if there are concerns, it will be included in the next regular meetings agenda.

COMMISSIONER HOLT MADE A MOTION TO LET THE POSITION GO OUT IF THERE ARE NO CONCERNS, AND IF THERE ARE CONCERNS, FOR IT TO BE ADDED TO THE NEXT REGULAR MEETING AGENDA. COMMISSIONER GREEN MADE THE SECOND AND THE BOARD VOTED 5-0 TO APPROVE.

Mr. Williams asked what publications they want for the advertisement.

Commissioner Simpkins appeared at 7:01 p.m.

Ms. Burroughs stated they normally advertise on Indeed, LinkedIn, Zip Recruiter, etc.

Chair Hinson stated to add Tallahassee Democrat. Mr. Williams recommended to have Ms. Burroughs give complete list of publications to Mr. Morris and for it to be sent to the Commissioners, and to add or remove from the list as needed.

COMMISSIONER HOLT MADE A MOTION TO HAVE MS. BURROUGHS GIVE COMPLETE LIST OF PUBLICATIONS TO MR. MORRIS AND FOR IT TO BE SENT TO THE COMMISSIONERS, AND TO ADD OR REMOVE FROM THE LIST AS NEEDED. COMMISSIONER GREEN MADE THE SECOND AND THE BOARD VOTED 5-0 TO APPROVE

8. **Motion to Adjourn**
THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, CHAIR GREEN DECLARED THE MEETING ADJOURNED AT 7:04 PM.

GADSDEN COUNTY, FLORIDA

**Ronterious Green, Chair
Board of County Commissioners**

ATTEST:

NICHOLAS THOMAS, Clerk