

**AT A MEETING HELD IN AND FOR  
GADSDEN COUNTY, FLORIDA ON  
MARCH 26, 2025 AT 6:00 P.M., THE  
FOLLOWING PROCEEDING WAS HAD,  
VIZ:**

**Present:**

Tonjii Wiggins-McGriff  
Reginald A. Cunningham  
David Clay  
Octavious Jackson  
Juliette Fisher Jackson  
Antonio Jefferson  
Robert Presnell  
Kendra Wilkerson  
Mike Mason  
Dr. Willie C. Green

Disclosed that he taught Keith Dowdell in the 11<sup>th</sup> or 12 grade, Attorney Baptiste determined that no conflict existed.

Disclosed that he has known Antonius G. Barnes from Pastoring in Panama City and clarified that they have no financial or familial relationship. Attorney Baptiste determined that no conflict existed.

Tracy Stall worth  
Kendra Williams  
Joe Paramore

**Discussion Summary:**

Introduction

Human Resources staff explained the application review process and provided all committee members with the necessary application materials for evaluation. County Attorney Louis J. Baptiste also briefed the committee on legal obligations, including

Florida Sunshine Law requirements, public records law, conflict of interest guidelines, and general ethical responsibilities that govern the conduct of advisory board members.

#### Clarification on Candidate Evaluations

A member inquired whether their earlier question had been answered, prompting additional clarification. Antonio Jefferson expressed concern about fairly evaluating two applicants, stating that he had to make assumptions based solely on resume content and listed experience.

#### Access to Applications and Governing Records

Committee members questioned whether they had full access to all submitted applications. County Attorney Louis J. Baptiste stated he would seek clarification from the County Commission due to inconsistencies between workshop and meeting minutes. He emphasized that official meeting minutes will govern if there is any conflict.

#### Ranking of Applicants

Members asked whether they were required to rank all applicants. Attorney Baptiste clarified that committee members are not obligated to rank every applicant. Instead, members should submit the names of those they believe merit inclusion in the top ten.

#### Evaluation Criteria – Communication, Problem Solving, and Crisis Management

A member shared that they scored written communication skills based on how cover letters and resumes were presented. The same member assessed problem-solving and crisis management based on previous job titles and roles—particularly those in executive leadership. It was acknowledged that in the absence of interviews, these judgments were based on inferences from available information.

#### Longevity as a Factor

Committee Member McGriff asked whether job longevity should be considered. The committee generally agreed it was an important factor to consider and would be weighed accordingly in future deliberations.

#### Concerns About Candidate Pool and Quality

Committee Member Joe Fairmore expressed concern that none of the applicants may fully meet the qualifications outlined by the County Commission. He urged the committee not to settle for unqualified candidates and emphasized the need for a fresh start in County leadership. Members agreed that maintaining high standards was essential.

#### Interview Authority and Requesting Additional Information

A question was raised about whether the committee would conduct interviews. Staff clarified that under the current process, the committee's role is to recommend top candidates, and the County Commission will conduct the interviews. If the committee believes more information is necessary, it may vote to request additional details, which can be conveyed by the Chair through HR or legal counsel to the Commission for consideration.

#### Applicant Contact Prohibition

Attorney Louis J. Baptiste advised that committee members must not contact any applicants directly using the contact information provided in their applications. All official communication or requests for clarification must go through proper County channels to preserve the integrity and fairness of the process.

#### Chair Appointment and Meeting Structure

With the meeting nearing its scheduled end, members discussed planning for the next session. Attorney Baptiste recommended appointing a Chairperson to help facilitate productive discussions. Antonio Jefferson was nominated and appointed as Chair, with formal confirmation to occur at the next meeting.

#### Lighter Moment

A humorous exchange regarding communication skills and a former English teacher brought some levity to the meeting and strengthened rapport among members.

#### Next Steps:

- Committee members will continue reviewing and ranking candidates based on available materials.
- Any requests for additional applicant information may be submitted through a formal vote and conveyed through the Chair to County HR or legal counsel.
- Attorney Baptiste will follow up with the Commission regarding clarification on access and procedural records.
- Antonio Jefferson's appointment as Chair will be formally confirmed at the next meeting.
- A follow-up meeting will be held to review the compiled top ten list and discuss any needed adjustments.

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Gadsden County Board of County Commissioners  
March 26, 2025 – Citizen Advisory Committee Meeting

Adjournment:

The meeting adjourned at 8:00 PM with expressions of appreciation among committee members.

Louis J. Baptiste, in lieu of clerk.