

**AT A WORKSHOP OF THE BOARD OF COUNTY
COMMISSIONERS HELD IN AND FOR GADSDEN
COUNTY, FLORIDA ON JULY 7, 2016 AT 6:00 P.M., THE
FOLLOWING PROCEEDING WAS HAD, VIZ:**

Present: **Brenda A. Holt, Chair, District 4**
 Eric Hinson, Vice Chair, District 1
 Dr. Anthony “Dr. V” Viegbesie, District 2
 Gene Morgan, District 3
 Sherrie Taylor, District 5
 Robert Presnell, County Administrator
 David Weiss, County Attorney
 Marcella Blocker, Deputy Clerk

Ground Rules, Objectives, Introductions, Agenda

Chair Holt called the Succession Planning Retreat to order.

Dr. Gabrielle K. Gabrielli said they would be discussing objectives of succession planning.

Commissioner Viegbesie said as they began this process they must look at the whole as it was more important than the part. “It is not about the person, it is about the position.” He said it was his desire that they come up with a plan that was working for the entire County.

Dr. Gabrielli did an exciting ice breaker for the group using a fun ball doing an introduction and answering questions.

Succession Plan Document Discussion

Dr. Gabrielli said they would discuss the Succession Plan and objective options for extending the current County Administrator position as well as the Assistant County Administrator and evaluations of them both. She added if time permitted they would also discuss the same for the County Attorney.

She presented the information handed out in the packet which included the agenda, document that they worked on with Vincent Long, Administrator from Leon County and the evaluation form. She stated they were behind the curve ball as to where they should be with succession planning. She said the goal of this meeting was for everyone to come out knowing they played a role and that Gadsden County was set up for success and knew that they were moving forward.

She said at their prior meeting the two points were the importance of planning ahead and leadership legacy, so that they were transitioning the County Administrator and the Assistant roles in the right way when that time came. She said when it came to the succession planning it was a process of identifying and developing internal people, so it would be easier to fill key positions in the organization. She said when internal options are not available then you select from the outside.

Commissioner Morgan asked would they add to the discussion if someone was within the organization to fill vacancies as they come. He said this was important because these were the top two positions to run the County and It could not be done right way. It was his opinion it would take 18 months for the

transition.

Dr. Gabrielli asked are people available.

Commissioner Viegbesie said the position should be advertised whether there was someone within or not, so the most conscious, competent person gets the job. His opinion was one way to do the transition was for the current Administrator to agree to step down before retirement or leaving and the Assistant Administrator became the Administrator and the transition process would be easier.

Dr. Gabrielli said that is another way as well. Although, the most common method that seemed to work in most Counties was the existing Administrator stayed in place and the new Assistant was groomed to take his place upon departure. She said the focus right now was the timeline.

Chair Holt said that was the importance of a retired County Administrator. She said there was a pool for their selection and that's what they do; help Counties until they hire their permanent replacement. She said they should be looking into what criteria they want in an Administrator and put it on paper.

Dr. Gabrielli reminded the Board of the 3 P's from the discussion with Mr. Long of the December 15, 2015 workshop:

position, persons, process and then the timeline was presented. She directed them to take some time and figure out what were the most important qualifications, experience, personal and characteristics and assets.

What do you want in a County Administrator?

Suggestions from the Board were as follows:

Qualifications

- B.S. in business and administration
- Master's in Public Administration
- Bachelor's in public administration or social science
- Graduate degree in public administration
- A.A.
- Certified Public Administrator

Experience

- 2 years in government
- work with rural counties
- Experience with economic development
- 5 years supervisory experience
- 3 years public sector experience
- Experience with Florida as well as federal legislative
- Ability to manage controversial issues
- Preparing and giving oral presentations

Personal Characteristics

- Embraces diversity
- Pleasant personality
- Great attitude

- Great morals and ethics
- Trust
- Difference Maker
- Working with minimum supervision
- Works well with diverse groups and personalities
- Not being a devil's advocate
- Consensus builder
- Honest
- Approachable
- Ability to lead and motivate
- Good communicator
- Positive attitude
- Secure in who they are
- Someone to recognize strengths and shortcomings
- Someone who accepts productive criticism
- Honest
- Faithful
- Dedicated
- Open door policy
- Strong leader
- Religious foundation

Conclusion

Discussion occurred from the Board about the various ways to bring an Assistant Administrator to the County, as well as the hiring of a new Administrator when the time came.

Mr. Presnell asked was the limitation on Assistant Administrator on personnel policy or statute. He said that was an option. They could go through the same process of an Assistant as they went through with a Manager.

Commissioner Viegbesie brought up the point that the BOCC could only hire the County Attorney and the County Administrator.

Attorney Weiss commented that Florida Statute 125 only addresses the County Administrator, but wasn't sure if it addressed anything else and he would check. He suggested another option if they wanted to keep their current personnel policy in place was they could always hire someone as County Administrator with a start date of X and until X.

Commissioner Morgan said he felt they had an Administrator that had given them his retirement date of April 2017 and he felt there was no reason to ask him to step down. He said he felt the Board was taking the right step to move the County forward with the best people leading the way.

Commissioner Hinson said he would like to go through the process and then they could make the determination as a Commission. He said it was important to do things with integrity.

Commissioner Viegbesie said he didn't want a lengthy extension, but some extension was good. "We have to find away to help with transition." He said he pushed this not because of the current County Administrator, but because of the future of the County. He added he thought the purpose should be the whole not the part.

Chair Holt asked Mr. Lawson how long it would take to get an RFP out since it was stated they had 5 – 6 months before his departure. She said they should put numbers in place.

Mr. Lawson said from the qualifications that were presented tonight it wouldn't take long, but added they needed to decide on a recruitment method.

Mr. Presnell asked would they entertain a plan and place it on the agenda.

Attorney Weiss said the first thing is the policy needed to be changed so the RFP could reflect the qualifications discussed tonight.

Dr. Gabrielli said it sounded like to her the Board was saying the most logical thing would be an extension until October 2017. She thanked everyone for their participation, but apologized they didn't get further along with a consensus being made that everyone could agree on. She did however say at least the qualifications were in place.

Commissioner Viegbesie suggested after everyone had taken what was discussed and pondered they should schedule another Succession Workshop as soon as possible.

Mr. Presnell said what was discussed tonight would be adopted for the advertisement. He said they would entertain another workshop prior to a Board meeting.

MOTION TO ADJOURN

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE CHAIR DECLARED
THE MEETING ADJOURNED AT 7:00 P.M.**

GADSDEN COUNTY, FLORIDA

**BRENDA A. HOLT, Chair
Board of County Commissioners**

ATTEST:

NICHOLAS THOMAS, Clerk