

**SPECIAL MEETING OF THE CITY COUNCIL  
PLANTATION, FLORIDA**

**March 25, 2015**

The meeting was called to order by Councilmember Chris Zimmerman, President of the City Council.

1. Roll Call by City Clerk:

Councilmember:	Ron Jacobs Robert A. Levy Lynn Stoner Peter S. Tingom Chris P. Zimmerman
Mayor:	Diane Veltri Bendekovic
City Attorney:	Donald J. Lunny, Jr.

Also Present:

Daniel W. Keefe, Interim Chief  
Administrative Officer  
Bob Slavin, Slavin Management  
Consultants

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**CONSENT AGENDA** – None.

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**ADMINISTRATIVE ITEMS**

3-A. CHIEF ADMINISTRATIVE OFFICER CANDIDATE INTERVIEWS

9:00 a.m.	Introduction & Instructions
9:15 a.m.	First Interview
10:00 a.m.	Second Interview
10:45 a.m.	Break
11:00 a.m.	Third Interview
11:45 a.m.	Lunch
12:15 p.m.	Fourth Interview
1:00 p.m.	Fifth Interview
1:45 p.m.	Deliberation and Selection of Final Candidate

A Report and Recommendation dated March 25, 2015, to the Mayor and Members of City Council, from Daniel W. Keefe, Interim Chief Administrative Officer, follows:

**SUBJECT:** Chief Administrative Officer Interviews

**REQUEST:** Interview Five (5) Finalist Candidates and make recommendation to select the Chief Administrative Officer.

**ANALYSIS:**

Forty-seven (47) applicants submitted resumes to Slavin Management Consultants. Ten (1) resumes were submitted to Administration for review and selection of finalists. Five (5) finalists have been selected for individual meetings with the Mayor and "round robin" meetings with Department Directors on Tuesday, March 24<sup>th</sup>. The results of those "round robin" meetings will be provided to you as back-up information on Wednesday morning. Attached is a schedule for the interviews on Wednesday morning that will be conducted by the Mayor, City Council and Interim CAO. Interviews will be 45 minutes each with a lunch break at approximately noon. Bob Slavin will be present on Wednesday to provide some general instructions and answer any questions you may have.

Attached are the following:

1. Interview schedule for March 25<sup>th</sup>.
2. Interview question guideline.
3. Interview guide for CAO including interview questions (We will rotate asking questions with the President asking question #1, President Pro-tem #2, Councilmembers #3, #4, #5, Mayor #6, Interim CAO #7, etc.)
4. Candidate response to written questions (Written responses were due on Friday, March 20<sup>th</sup>, if they were not received from Slavin Management when Council packets were delivered I will have them emailed to you on Monday.)
5. Sample candidate evaluation form.
6. Sample rating form matrix.

Interview guide for CAO including interview questions and a candidate evaluation form for each candidate will be provided to you on Wednesday morning.

Staff will be present at the conclusion of the interviews to put the evaluation scores into a composite scoring matrix. If any Council member would like to see all of the resumes submitted they are available electronically. Please contact me and I will email them to you.

It is anticipated that the candidates will be ranked and then the Mayor and Interim CAO will meet with the top ranked candidate to negotiate employment terms, salary and benefits.

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Mayor Bendekovic thanked the Council. She believes this is a necessary process because the candidate selected is going to be the one that you communicate with.

Mr. Keefe introduced Robert Slavin, our Executive Search Firm Representative. He thanked him for all of his hard work, the information provided and the background. There is a candidate evaluation form in each packet and the schedule starting with Mr. Kutney, Mr. Donnelly, Mr. McHugh, Mr. Rosemond and Ms. Weisblum. It is recommended that you not score until you see the candidates, take notes, and compare and contrast the five candidates. They made sure to have two or three questions in each of the competency areas and that is why the

questions are rotating between three areas. There is also a rating sheet with a place for notes. Scoring will be done at the conclusion of the day and then Arlette Steinberger in Human Resources will do a matrix to show what the overall ranking was. Mr. Salvin will introduce each of the candidates.

Mayor Bendekovic advised that a decision will not be made today because we still do not have all of the background information needed. She was thinking that if there is a clear cut front runner that will be the one recommended for the position but if there are a couple that are very close she would like the opportunity for herself and Mr. Keefe to interview them again. She noted that the individual would be notified on Tuesday.

The following candidates were interviewed by the City Council.

- Mark Kutney
- Colin Donnelly
- Horace McHugh
- Daniel Rosemond
- Roslyn Weisblum

It was the consensus of the City Council to allow Mayor Bendekovic to begin the negotiation process with Mr. Horace McHugh after all background checks are completed.

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**LEGISLATIVE ITEMS - None**

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**QUASI-JUDICIAL CONSENT AGENDA – None**

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**QUASI-JUDICIAL ITEMS – None**

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**COUNCILMEMBERS’ COMMENTS – None.**

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**PUBLIC REQUESTS OF THE COUNCL CONCERNING MUNICIPAL AFFAIRS – None**

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**SEALED COMPETITIVE SOLICITATIONS – None**

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**WORKSHOP – None**

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Meeting adjourned at 2:30 p.m.

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Councilmember Chris Zimmerman, President  
City Council

**ATTEST:**

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Susan Slattery  
City Clerk

**RECORD ENTRY:**

I HEREBY CERTIFY that the Original of the foregoing signed Minutes was received by the Office of the City Clerk and entered into the Public Record this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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Susan Slattery, City Clerk