

## MINUTES

### ADVISORY SCREENING COMMITTEE FOR A NEW CITY MANAGER

OLD CITY HALL, 510 GREENE STREET

TUESDAY, APRIL 17, 2012

A regular meeting of the Advisory Screening Committee for a New City Manager of the City of Key West, Florida was held in Commission Chambers, Old City Hall, on Tuesday, April 17, 2012.

The Madam Chair called the meeting to order at 6:01 p.m.

Answering roll call were Barry Barroso, Omar Garcia, Sam Holland, Richard Klitenick, Sandra McMannis, Virginia Panico and Madam Chair Shirley Freeman.

Also present were Liaison Members Sandy Gilbert and Martha Arencibia, City Attorney Shawn Smith, Commissioner Mark Rossi and City Clerk Cheri Smith.

The pledge of allegiance to the flag of the United States of America was given by all present.

#### APPROVAL OF AGENDA

It was moved by Mr. Holland and seconded by Mr. Garcia to approve the agenda as amended with moving item #3 to #2. There were no objections.

#### APPROVAL OF MINUTES

1) April 5, 2012

It was moved by Ms. McMannis and seconded by Mr. Klitenick to approve the minutes of April 5, 2012.

The Chair asked for objections, seeing none the minutes were approved.

#### DISCUSSION ITEM:

2) Whether or Not to Recommend Disbanding the Committee

After discussion it was the consensus of the Committee not to disband the Committee after the May 17 meeting when the Committee selects the five finalist to recommend to the City Commission for the interview process and to continue as a Committee to see the process all the way through.

**ACTION ITEMS:**

3) Selection of Candidates to be Screened

Mr. Baenziger explained his firm went through the resumes and based on the resumes, job descriptions minimum qualifications, some conversations with the candidates and knowing some of the candidates personally his firm had selected twenty-six candidates for the Committee to consider. The Committee could add anyone from the total list of candidates to the twenty-six.

Mr. Klitenick stated he had a request from Commissioner Wardlow to add Margaret Romero to the list. Mr. Baenziger explained she had a very impressive resume but no local government experience. He will add her to the list if that is the desire of the Committee.

There was discussion concerning adding candidates who do not meet the minimum qualifications which was approved by the City Commission.

Mr. Garcia recommended adding candidates Ken Davis, Margaret Romero, Thaddeus Cohen and Douglas Hoffman. He also had a request from Commissioner Yaniz to add City Planner Don Craig.

It was explained Don Craig's application was never received due to a computer glitch.

Madam Chair Freeman stated it was the consensus of the City Commission at their meeting the night before that the deadline was Friday, April 13 and they did not want to accept late applicants.

Ms. Panico stated they had also received four more applicants after the deadline and if you are going to consider adding Don Craig you need to consider adding them all. Ms. Panico also stated the Commission has ruled on this issue not to accept them.

City Attorney Smith explained the Committee could recommend to the City Commission by a supermajority vote to add Don Craig to the list and the four other late applicants.

It was moved by Mr. Garcia and seconded by Mr. Klitenick to add Don Craig to the list. Under discussion Ms. Panico asked to amend the motion to also include the other four late applicants, Mr. Garcia accepted the amendment and Mr. Klitenick agreed to accept.

Madam Chair Freeman requested the Clerk call the roll.

Yeas: Committee Members Barroso, Garcia, Holland, Klitenick, McMannis, Panico and Madam Chair Freeman.

Nays: None

Motion passes.

There was discussion concerning not having the four late resumes to review. The City Clerk stated one of her Deputy Clerks could download the resumes to Legistar now for their review. The City Clerk also stated she never received a resume from Don Craig.

The Committee reviewed the names of the applicants on the list of Mr. Baenziger's top recommendations. Mr. Baenziger explained the reasons for his selection of the top applicants.

After much discussion on the applicants and their qualifications the applicants chosen for the screening process from Mr. Baenziger's recommendations are: John O. D'Agostino, Edward "Ed" Green, Craig Lonon, Susan Stanton, Gary F. LaVenia, Phillip Smith-Hanes and Bob Vitas.

There was discussion concerning not having Don Craig's resume. It was the consensus of the Committee for the City Clerk to send them Mr. Craig's resume the next day for consideration and for the Committee Members to contact their Commissioner who they represent and gave that Commissioner their recommendation

It was moved by Mr. Garcia and seconded Mr. Klitenick for the City Commission to consider adding applicant Margaret Romero who doesn't meet the minimum qualifications; considering her distinct knowledge of City Government and her business acumen to the short list of candidates. Mr. Holland requested to add Ken Davis and Madam Chair Freeman requested to vote on them separately. Mr. Holland withdrew his request.

Madam Chair Freeman requested the Clerk call the roll.

Yeas: Committee Members Barroso, Garcia, Holland and Klitenick

Nays: Committee Members McMannis, Panico and Madam Chair Freeman

Motion passes.

There was consideration to add applicant Douglas Hoffman. Mr. Garcia withdrew his request.

It was moved by Mr. Garcia and seconded by Mr. Holland for the City Commission to consider adding applicant Ken Davis who doesn't meet the minimum qualifications; considering his direct knowledge of the community and his background in government to the short list of candidates.

Madam Chair Freeman requested the Clerk call the roll.

Yeas: Committee Members Barroso, Garcia, Holland and Klitenick

Nays: Committee Members McMannis, Panico and Madam Chair Freeman

Motion passes.

It was moved by Mr. Klitenick and seconded by Mr. Barroso to extend the time of the meeting.

It was moved by Mr. Barroso and seconded by Mr. Garcia for the Commission to consider adding applicant Thaddeus Cohen who doesn't meet the minimum qualifications to the short list of candidates.

Madam Chair Freeman requested the Clerk call the roll.

Yeas: Committee Members Barroso, Garcia, Holland Klitenick, McMannis, Panico and Madam Chair Freeman.

Nays: None

Motion passes.

It was moved by Ms. Panico and seconded by Mr. Klitneck for the Commission to consider adding Paul Shew whose application was received late to the short list.

Madam Chair Freeman recognized the motion and second and ask for any objections. The motion passed unanimously.

It was suggested by Mr. Klitenick to add applicant Andrew Mair to the short list of candidates. There were no objections.

It was moved by Mr. Garcia and seconded by Mr. Barroso for the Commission to consider adding applicant City Planner Don Craig whose application was not received to the short list.

Madam Chair Freeman requested the Clerk call the roll.

Yeas: Committee Members Barroso, Garcia, Holland Klitenick, McMannis, Panico and Madam Chair Freeman.

Nays: None

Motion passes.

Mr. Garcia directed Mr. Baenziger to find out more information on the thirteen candidates such as; organizational structure, budget, their knowledge of the tourist economy, etc.

Mr. Klitenick wants someone who is a dynamic team leader and team builder and will bring morale to city employees and is customer service orientated.

Mr. Baenziger suggested the Committee Members email him what they would like to see in the candidate questionnaire and he would modify the questionnaire with their concerns.

Mr. Garcia stated he would like to see the questionnaire in the candidates own words.

Mr. Baenziger stated he would send a list of questions and if the Committee Members wanted to add anything to the list let him know.

City Attorney Smith stated for clarifications purposes they are recommending to the City Commission eight candidates who filed their application in a timely manner and were determined to meet the minimum qualifications specified by the City Commission, three candidates who filed their application in a timely manner but lacked the minimum qualifications specified by the City Commission and two candidates who did not meet the April 13 deadline.

It was moved by Mr. Garcia and seconded by Mr. Holland to approve the thirteen candidates; John O. D'Agostino, Edward "Ed" Green, Craig Lanon, Susan Stanton, Gary F. La Venia, Phillip Smith-Hanes, Andrew Mair, Paul Shew, Don Craig, Ken Davis, Margaret Romero and Thaddeus Cohen.

Madam Chair Freeman requested the Clerk call the roll.

Yeas: Committee Members Barroso, Garcia, Holland Klitenick, McMannis, Panico and Madam Chair Freeman.

Nays: None

Motion passes.

4) Recommendations to City Commission - No action was taken on this item.

**CITIZEN COMMENTS:** None

**COMMITTEE COMMENTS:** None

**ADJOURNMENT:**

There being no further business the meeting was adjourned at 8:25 p.m.



Cheryl Smith, MMC, CPM  
City Clerk