

DEPARTMENTAL STAFF REPORT

**INDIAN RIVER COUNTY
MEMORANDUM**

TO: Michael Zito
Interim County Administrator

FROM: Suzanne Boyll 
Human Resources Director

DATE: January 31, 2023

SUBJECT: Proposed Interview Schedule for County Administrator

BACKGROUND:

At the November 1, 2022 meeting, the Indian River County Board of County Commissioners (BOCC) authorized former County Administrator Jason Brown and Human Resources Director Suzanne Boyll to proceed with utilizing the services of a professional executive recruiting firm for the upcoming vacancy of County Administrator. The vacancy was created due to the resignation of Jason Brown effective December 31, 2022.

Colin Baenziger & Associates (CB&A) was selected to provide executive recruitment services to the BOCC. The process is currently underway and it is expected that the BOCC will be provided a list of well qualified candidates in advance of the February 21, 2023 meeting in order that the BOCC may select finalists for interview at that meeting.

In preparation for the interview and selection process, CB&A provided a draft of a typical outline of an interview process to staff. This proposed outline was provided to the BOCC on Thursday, January 26, 2023. The interview process is scheduled for March 2nd and 3rd.

On Tuesday, January 31, 2023, CB&A provided additional information for review and consideration of the BOCC to include:

- 1) Interview Process Memo and FAQ
- 2) White Paper – The Typical Interview Process for County Administrator
- 3) Interview Schedule – Indian River County 1st Draft 1/26/2023
- 4) Interview Schedule – St. Lucie County 6th Draft 1/26/2023

CB&A will be calling in to the February 7, 2023 BOCC meeting and be available to answer any questions.

Various expenses will be incurred for the finalist's interview process, such as, but not limited to, airfare, car rental, hotel accommodations, per diem meals, reception expenses, County hosted breakfast/lunch, etc. The total expenses are expected to be under \$10,000.

FUNDING:

The total expense for the interview process is expected to be under \$10,000 and will be funded from the General Fund/County Administrator/Other Professional Services account, number 00120112-033190, via budget amendment. Final costs will depend upon actual expenditures incurred.

Account Name	Account Number	Amount
General Fund/County Administrator/Other Professional Services	00120112-033190	\$10,000

RECOMMENDATION:

Staff respectfully requests the BOCC provide direction to CB&A and staff regarding the Indian River County interview process for County Administrator scheduled for March 2nd and March 3rd.

Attachments:

- 1) Interview Process Memo and FAQ
- 2) White Paper – The Typical Interview Process for County Administrator
- 3) Interview Schedule – Indian River County Draft
- 4) Interview Schedule – St. Lucie County 6th Draft