

**JUPITER INLET COLONY  
WORKSHOP COMMISSION MEETING  
Jupiter Inlet Colony Town Hall  
50 Colony Rd**

**LIVE AND VIA ZOOM**  
Meeting ID 585 628 8134

**04/02/2024**

**9:30 A.M.**

**MINUTES**

**1. Mayor Hocevar Called the Meeting to order at 9:30 A.M.**

**Roll call for the record:**

Mayor Ed Hocevar	Chief of Police Dan Kerr
Vice Mayor Mark Ciarfella	Town Administrator Kevin Lucas
Commissioner Marie Rosner	Town Attorney William P. Doney
Commissioner Bill Muir	Town Clerk Ivelisse Chico-Randazzo
Commissioner Sharon Seagren	

**2. Discussion:** Town Manager job search, posting and background requirements.

Mayor Hocevar opened the meeting by introducing Sheri Resnick, H.R. consultant. He provided the Commissioner with the draft of the Town Manager job posting and the recruiting process. He turned the meeting over to Sheri Resnick.

Sheri began the conversation discussing the hiring process to the Commissioners by introducing them to legislation in the United States regarding recruiting so the Commission keep it in mind when looking at resumes. She stated it is a fair and equitable recruitment process to treat all candidates in a fair way. She stated that no one is looking to purposely discriminate anyone but sometimes if things are not done in a certain way by following a fair and equitable way, it can happen by accident, and you want to avoid it at all costs. Sheri went over the Federal Civil Rights Act of 1964 (Title VII) and the Florida Civil Rights Act, explaining the guidelines that one must follow when searching for a candidate.

Candidates must be selected based on the minimum qualifications, so when she begins the process of reviewing resumes, she will select resumes that have the minimal qualifications and put them in a yes pile. When going through the process, everyone must be treated the same, they must be asked the same exact questions. All questions must be lawful; Sheri will send out a list of what is considered lawful questions and what is considered unlawful. Any hiring decisions must not be based on the protected categories.

Sheri stated she has to do a compensation study prior to the job being posted. The position will be posted on the job boards, she recommends Indeed and any other site that the

Commissioners may be interested in as well as ICMA (International City/County Managers Association.).

Vice Mayor Ciarfella asked how would she conduct the compensation study and what is included in that. Sheri responded that what is included are the responsibilities and qualifications, they are matched up apples to apples, compared to other towns of similar size, similar budgets and it would be limited to the State of Florida. Sheri will also use a compensation expert to assist her with coming up with the salary range. Commissioner Seagren asked if she found comparable communities, Sheri said she did not.

Sheri stated that once the job is posted, all the commissioners will have access to the resumes. If the job is posted on different job boards, she will link them up to one posting, preferably on Indeed.

The commissioners will be given the opportunity to weigh in on who the candidates will be, then the names that they come up with will be compared to the list that Sheri comes up with. Most of the time, Sheri and commissioners come up with the same names. Once the list of candidates is finalized, Sheri will conduct a screening interview with them, she will provide the commission with the notes of the interviews which will then narrow down the list to the final candidates. The final candidates will be interviewed in a public forum. Mayor Hocevar stated that he would like to have a social gathering with each of the finalists to have the residents interact with the candidates and allow the commissioners to observe their interactions. Commissioner Seagren agreed with Mayor Hocevar.

Vice Mayor Ciarfella stated he would be very interested in to know what the minimum qualifications would be for like-minded towns, such as if they require a master's degree in public administration as a minimum requirement. He asked that it should be looked at further and the town should not settle for anything less than what other towns require such as a master's degree. Commissioner Rosner stated that we do not have utilities, parks and recreation and public works. Commissioner Muir clarified Commissioner Rosner's statement by saying that those requirements are not needed because the Town does not have those services.

The commissioners agreed to write down what they would like to see in regards to requirements for the Town Manager and submit their list to the Town Clerk by Friday so that it can be consolidated and submitted to Sheri.

Dr. Khan, resident, made a suggestion to the commissioners by suggesting that most people have baggage and the town should consider hiring a college graduate, who could have a professor as a mentor. The commission thanked Dr. Khan for his suggestion but hiring a college graduate would not be a good idea.

### 3. **Wrap-up and Adjourn**

Motion: Vice Mayor Ciarfella made a motion to adjourn the meeting at 10:03 A.M.  
Second: Commissioner Rosner seconded the motion.  
Motion Passed 5-0.

Approved by:

\_\_\_\_\_  
Mayor Edward Hocevar

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk Ivelisse Chico-Randazzo

\_\_\_\_\_  
Date

#### STATE MANDATED STATEMENT

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Any person requiring special accommodation at this meeting because of a disability or physical impairment should contact the Town prior to the meeting. Please contact the Town Administration Office, Administration Building, 50 Colony Road, Jupiter Inlet Colony, FL 33469 - telephone 561-746-3787