



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date: June 7, 2016

Subject: Village Manager Selection Process

Prepared By: Maria C. Camara, Interim Village
Manager

Sponsored By: Staff

Background

At 5:00pm on May 9, 2016, a total of 57 resumes were received for the position of Village Manager. After reviewing each resume against the qualification requirements of the position, the following were identified:

- 43 QUALIFIED applicants
- 14 NOT-QUALIFIED applicants

The resumes for the 43 qualified applicants were provided to both the Resident Review Committee and the Miami Dade County City Manager's Association in order that they select their top ten (10) candidates. The 14 not-qualified applicants were also sent for each group's review.

After meeting twice, the Resident Review Committee selected six (6) candidates to move forward: Aretha Adams, Timothy Boland, Ann Capela, Mark Kutney, Martin Murphy and Sharon Ragoonan

The Manager's Association selected ten (10) candidates to move forward: Ann Capela, Louie Chapman, Mark Kutney, Jim McCroskey, Martin Murphy, James Poag, Sharon Ragoonan, Robert Santos-Alborna, Janette Smith, and Angie Whisnant

Removing the duplicate selections, there were 12 finalists selected for Commission consideration:

1. Aretha Adams
2. Timothy Boland
3. Ann Capela

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4. Louie Chapman
5. Mark Kutney
6. Jim McCroskey
7. Martin Murphy
8. James Poag
9. Sharon Ragoonan
10. Robert Santos-Alborna
11. Janette Smith
12. Angie Whisnant

The resumes for the 12 finalists were submitted to the Village Commission on May 25th. By Monday, June 6th, the Commission will each select their top six (6), or more/less, candidates to move forward to the interview stage. Their selections will be announced at the June 7th meeting.

Recommendation

Commission to review and discuss the selection of candidates and confirm the final number to proceed to the interview stage and background check. Commission to also discuss and confirm the manner in which interviews will take place, and the level of the background check desired. The options available for background checks are:

- Noel Rojas – experienced background investigator currently under contract with the City of North Miami to conduct the background for their police officers and civilian personnel. The comprehensive background consists of a review of the questions answered and information provided on the employment application; search of local law enforcement records; social media search; employment records inquiries; character reference inquiries; traffic record; criminal history check (Florida); and educational verification. The cost is \$35/hr., and a minimum of 8 hours would be required per applicant (\$280). The findings from each area of investigation will be documented in a memorandum along with any supporting documentation obtained. There may be additional charges such as travel (@ \$.56/mile); employment inquiries.

-or-

- In-house (Interim Village Manager along with the assistance of an Intern) - Madelyn Valdes is currently seeking her Masters in Human Resources and she is currently an Intern with the City of Hollywood assisting in their background checks. I came across Ms. Valdes as she submitted her application for the position of Reserve Police Officer. During her interview with our Police Command Staff, it was identified that Ms. Valdes would be available to provide this service. Under my supervision, Ms. Valdes would search/contact local law enforcement records; social media search; employment records inquiries; character reference inquiries; traffic record searches; criminal history check (Florida); and educational verification. The findings from each area of investigation will be documented in a memorandum along with any supporting documentation obtained.

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-Plus-

- Credit Report – Utilizing Innovative Credit Solutions, Inc., for a credit report. Cost for each applicant is \$60.
- Drug Testing – Utilizing our current provider, Physicians Health Center, a 10-panel pre-employment drug test. Cost for each applicant is \$35.
- Fingerprint background check – Utilizing our current provider, Fingerprint Technologies, a search of the Florida Criminal History Records and the National/FBI Criminal History records. Cost for each applicant is \$60.

Summary of costs for Background Verification per applicant:

Professional Background Investigator:	\$ 300	In-House Background:	\$ 0
Credit Report:	\$ 60	Credit Report:	\$ 60
Drug Testing:	\$ 35	Drug Testing:	\$ 35
Fingerprint Background:	<u>\$ 60</u>	Fingerprint Background	<u>\$ 60</u>
Total:	\$455	Total:	\$155

The remaining schedule in the Village Manager selection process is as follows:

- June 6, 2016 – Commission each provide their top 6 candidates
- June 7, 2016 – Commission finalizes the top 6 candidates at the Regular Commission meeting
- June 8 – 27, 2016 – Commission conducts one-on-one interviews with top 6 candidates (in person or by phone). Background checks will be conducted during this time.
- June 29, 2016 – Commission narrows to the top 3 candidates at a Special Commission meeting
- July 12, 2016 – Panel interview of top 3 candidates at the Regular Commission meeting
- July 20, 2016 – Commission selects Village Manager at a Special Commission meeting