

## Minutes

### Briefing Meeting of the

#### Captiva Erosion Prevention District

11513 Andy Rosse Lane, Unit 4, Captiva, Florida 33924

December 7, 2017 @ 1:00 P.M.

**Commissioners Present:** Dave Jensen, Chair; Mike Mullins, Vice-Chair; Harry Kaiser, Secretary

**Commissioners Absent** (excused): Bob Walter, Rich Stegmann;

**Staff Present:** Kathleen Rooker, Administrator; John Bralove, CEPD Administrative Assistant; Hans Wilson, Hans Wilson and Associates; Robin Mixon, Hans Wilson and Associates

#### 1. Call to Order

Chairman Jensen called the meeting to order at 1:00 P.M.

#### 2. Roll Call

The Chair called the roll and the results are outlined above.

#### 3. Resignation and Position Vacancy

Chairman Jensen said Commissioners had received via email a copy of Ms. Rooker's resignation letter and called upon Ms. Rooker to comment. She said she loved her job, loved Captiva, but she wanted to be open to new opportunities. Still, her number one priority is to do right by CEPD. Chairman Jensen said he called for this meeting as soon as he was made aware of Ms. Rooker's intention, which was after the November Board Meeting. Commissioner Mullins thought it was very professional of Ms. Rooker to give four months' notice. Ms. Rooker commented that she was leaving CEPD in sound financial shape.

#### 4. Draft Position Summary

Mr. Wilson and Ms. Mixon presented a draft of the administrator position summary which was arrived at in collaboration with Ms. Rooker. Mr. Wilson asked for comments on the draft and emphasized that the primary component of the position is executive administration experience and less about beach nourishment skills.

After discussion, it was decided that commissioners will provide feedback on the position summary by Monday to Ms. Rooker, who will forward them on the HWA. HWA will present another summary at the Wednesday Board Meeting based on that feedback.

#### 5. Draft Scope of Services

After discussion, it was agreed that HWA will reformat and consolidate this document into appropriate headings and categories.

#### **6. Process for Filling the Position**

Mr. Wilson distributed a document outlining HWA's process for filling the position and timeframe for the Commissioners' review and comments. Discussion followed about the best way to transition to the new administrator, how to make it seamless, ensuring that good documentation exists or is created, how to get the best qualified candidates, the role of the commissioners in the process, selection criteria, and how to inform the public.

Ms. Rooker requested that she continue to have a CEPD email account for the next year so she can forward CEPD-related emails that come to her to the new administrator. Commissioners thought this was an excellent idea and thanked her for her willingness to do this. Commissioner Kaiser suggested that something be said at next week's Panel Meeting and Ms. Rooker said she would like to make a personal announcement at that meeting.

#### **Adjourn**

Chairman Jensen thanked those present for their participation and adjourned the meeting at 2:31 P.M.