

Clearwater, Florida, July 8, 2013

The Pinellas County Business Technology Services (BTS) Board met in special session at 2:35 P.M. on this date in the County Commission Conference Room, Pinellas County Courthouse, Clearwater, Florida, with the following members present:

Susan Latvala, County Commissioner, Chairman
Pam Dubov, Property Appraiser, Vice-Chairman
Ken Burke, Clerk of the Circuit Court
Robert S. LaSala, County Administrator
Chief Judge J. Thomas McGrady, Sixth Judicial Circuit
Diane Nelson, Tax Collector
Kenneth T. Welch, County Commissioner

Not Present

Deborah B. Clark, Supervisor of Elections
Bob Dillinger, Public Defender
Robert Gualtieri, Sheriff
Bernie McCabe, State Attorney

Also Present

James Russell, Interim Executive Director, BTS
Dennis R. Long, Chief Assistant County Attorney
Donald S. Crowell, Managing Assistant County Attorney
Jason Ester, Senior Assistant County Attorney
Peggy Rowe, Director of Human Resources
Beverly Waldron, Human Resources Manager
Arlene L. Smitke, Board Reporter, Deputy Clerk

AGENDA

1. Call to Order (Chair, Commissioner Latvala)
2. Designation of Voting Proxies (Chair, Commissioner Latvala)
3. Action Item – Approval of movement of BTS Executive Director position from Pay Grade E4 to Pay Grade E3 (Chair, Commissioner Latvala)
4. Adjournment (Chair, Commissioner Latvala)

CALL TO ORDER

Chairman Latvala called the meeting to order at 2:35 P.M. She indicated that a memorandum had gone out to the members following the Selection Committee's interview of Executive Director candidates; that during discussions regarding how to move forward, Mses. Rowe and Waldron had cited possible reasons why the pool of applicants had been weak; and that the purpose of today's meeting is to receive their recommendations and provide direction as to how to proceed.

DESIGNATION OF VOTING PROXIES

Chairman Latvala indicated that there were no proxies present.

TITLE CHANGE OF BTS EXECUTIVE DIRECTOR POSITION TO CHIEF INFORMATION OFFICER

Deviating from the agenda, Chairman Latvala stated that, across the country, the position is generally referred to as Chief Information Officer; that the Executive Director title may have inferred that it is a lower level position than it is; that the position was not advertised in the various periodicals that are normally used to recruit for County Government positions; and that Ms. Rowe will ensure that the BTS Board has some oversight of advertisement placement in the future.

Chairman Latvala recommended that the title of the BTS Executive Director position be changed to Chief Information Officer; and responding to query by Ms. Nelson, confirmed that the change was suggested by the Human Resources Department.

Thereupon, Chief Judge McGrady moved, seconded by Administrator LaSala and carried unanimously, that the title be changed to Chief Information Officer.

MOVEMENT OF CHIEF INFORMATION OFFICER POSITION FROM PAY GRADE E4 TO PAY GRADE E3

Ms. Rowe indicated that the Human Resources Department maintains extensive data on what other counties and municipalities pay for similar positions; that private-sector survey information is obtained through a subscription service; and that the subject position warrants consideration of the following issues:

Internal Equity – The Assistant County Administrator position is a Pay Grade E3, which is one pay grade higher than the current BTS Executive Director/Chief Information Officer. Ms. Rowe suggested that the positions are comparable.

Governance – A Chief Information Officer typically reports to one person, while the Pinellas County position reports to the 11-member BTS Board. Due to the uniqueness of the role, Ms. Rowe believes that the position warrants being a pay grade higher than it currently is, raising it from Pay Grade E4 (\$118,900 to \$178,362) to Pay Grade E3 (\$129,024 to \$193,536).

Ms. Rowe indicated that the title and pay grade changes should help in attracting more suitable candidates; and Chairman Latvala concurred, noting that former Executive Director Paul Alexander had indicated that positions are available in the market at higher salaries than currently offered by the County.

Tax Collector Nelson moved, seconded by Commissioner Welch, that the Chief Information Officer position be raised from Pay Grade E4 to Pay Grade E3.

Discussion ensued, and responding to queries by the members, Ms. Rowe indicated that the advertisement typically gives the salary range; that she recommends a maximum starting wage of approximately midpoint, but there are many variables to consider; and that the current and proposed midpoint are \$148,635 and \$161,128, respectively.

Administrator LaSala indicated that the higher pay range would show a potential for growth and may be more competitive in the market, noting that the actual starting wage may not be any higher than would otherwise be offered.

Clerk Burke expressed concern regarding the advertising, inquiring as to why professional industry publications were not used and where the position was advertised. Ms. Rowe related that the recruitment was conducted by a hired consultant; that Human Resources relied on the consultant's expertise to determine how it should be done; that staff was not involved in the process until the applications were received for review; and that there will be more involvement in the next round of recruiting; whereupon, Ms. Waldron stated that she was told that the consultant utilized distribution lists and a professional network to which it belongs; that *Government Technology* does not take ads; and that "the CIO publication" does take ads but was not used.

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Clerk Burke stated that changing the title would be a big step forward, noting that CIO is the current terminology used in the profession; and that he is disappointed the consultant did not bring that to the attention of the Board at the outset and had missed the mark on where to advertise; whereupon, he expressed hesitancy to raise the pay grade, indicating that \$60,000 is a vast range that would allow for recognition of exceptional credentials; and discussion ensued.

Upon call for the vote, the motion carried by a vote of 6 to 1, with Clerk Burke casting the dissenting vote.

Responding to query by Commissioner Welch, Attorney Long confirmed that the Interlocal Agreement will need to be updated to reflect the new title, indicating that Agenda Item No. 19, Amendment No. 1 to the Interlocal Agreement, will need to be pulled from tomorrow's BCC agenda.

ADDITIONAL DISCUSSION

Property Appraiser Dubov related that a decision was made by the Selection Committee that she, Ms. Rowe, and Ms. Waldron will review all resumes submitted, rather than just the top four or six selected by the consultant, to ensure that they agree with the consultant's recommendations and that no suitable candidates are missed.

Clerk Burke inquired as to the basis for selection of the consultant, noting that it does not appear they are doing a very good job; and Commissioner Welch concurred. Chairman Latvala related that the normal processes were followed; that the Committee had discussed the matter at length; that the consultant has already been paid; and that there will be no additional charges going forward; whereupon, she indicated that the Committee is confident that the intimate involvement of Mses. Rowe and Waldron will result in a successful recruitment.

Chairman Latvala stated for the record that Mr. Russell is still in charge of the BTS Department and will serve as the Interim Chief Information Officer until the new CIO is hired; whereupon, she thanked Mr. Russell on behalf of the Board for the job he is doing, noting that the department appears to be running smoothly.

ADJOURNMENT

Chairman Latvala thanked the members for attending on short notice; whereupon, she adjourned the meeting at 2:51 P.M.