



April 25, 2018

The Honorable Pat Edwards, Chair
Nassau County Board of County Commissioners
96135 Nassau Place, Suite 1
Yulee, FL 32097

Re: Florida Association of County Managers Consulting

Dear Chairman Edwards:

Thank you for reaching out to the Florida Association of County Managers ("the Association") regarding Nassau's County's upcoming search for a new County Administrator. It is the Association's pleasure to assist you in this effort.

A county's selection of a county administrator is one of the most crucial decisions a Board of County Commissioners makes for its community. The professional execution of county commissions' policy decisions is the foundation of a healthy, thriving county. In recognition of the importance of this selection, the Association has launched a new initiative to provide recruiting guidance and peer-review services to those counties that desire assistance.

The Association proposes the following terms of this limited engagement:

Florida Association of County Managers' Responsibilities

If the County chooses to take the Association up on its offer, the Association will assist the County with the following tasks:

- (1) Provide assistance to Nassau County staff, through the provision of recommendations on recruitment techniques, by providing suggestions on where to place advertisements to solicit qualified applicants and suggestions on the working of the County's recruitment profile and advertisement of the position;
- (2) Provide assistance to the Board of County Commissioner and Nassau County staff to develop a list of identified characteristics and attributes of a successful candidate, the appropriate selection criteria, and a suggested selection process and timeline;
- (3) Facilitate a volunteer group of Florida county administrators and/or former county administrators to review the qualifications of the list of candidates, as the list is identified by the Board of County Commissioners and/or Nassau County staff for review, and to report the findings of that review to the Board

- (4) and/or Nassau County staff, as directed. (Note: this group will review external candidates only with review of internal candidates being the responsibility of County staff.); and
- (5) Pursuant to item (3) above, FACM will recommend a short list of candidates for consideration.

County Responsibilities

County staff is responsible for receiving the applications, screening the applicants, conducting the background checks of applicants, placing (or being responsible for placing) all advertisements soliciting applicants, scheduling and coordination of interviews and other necessary or requested County meetings related to the recruitment and selection process. The County would also be wholly responsible for negotiating the terms of any employment offer and will provide the primary point of contact for all questions and inquiries relating to the recruitment process.

Compensation

The Association proposes a flat fee of \$5,000. This fee will be used to cover direct and indirect costs associated with the services and any remaining funds will be retained for the Association's mission in support of educating County Administrators throughout Florida.

The Association will not invoice the County for the \$5,000 fee until the delivery of the candidate review report and short list. Upon delivery of that report, this arrangement will terminate. In addition, if either the Association or the County believes it is in its individual best interest to end this arrangement, either one can do so by providing written notice to the other (via U.S. Mail, facsimile or email). Once that notice is received, this arrangement will be at an end. The County will have no financial obligation to the Association if termination by either party is sought before the delivery of the Florida county administrator candidate review report.

Costs

The County will solely bear the costs of its activities and responsibilities for the filling of the county administrator position (including, by way of example only, the costs of advertising for the position, any reimbursements of travel and per diem for candidates, copying, overhead, and postage). Expenses incurred by the Association relating to this effort including, conference calls; mileage; travel; copying; and, other administrative costs are included within the \$5,000 fee. There will be no additional obligations on the part of the County for the Association's costs.

It is anticipated that most of the work under this arrangement will be conducted by way of conference calls and in-person meetings.

Timeline

The Association understands the County's need to move efficiently, quickly and deliberately. The Association believes that it can deliver the Florida county administrator candidate review report within the requested time period of the County's counter signature to this letter and receipt of the applications.

Association Point of Contact

The Association anticipates that Mr. Roman Gastesi, Monroe County Administrator and President of the Florida Association of County Managers, will be the primary point of contact for the Association under this arrangement. Ms. Stephanie Kopelousos, Clay County Administrator has volunteered to Chair the recruitment committee which will assist Nassau County.

County Point of Contact

The Association anticipates that Nassau County Attorney, Michael Mullin, and current County Manager, Shanea Jones, will be the primary points of contact for Nassau County under this agreement.

If this letter and its contents are agreeable to the County, please sign and date at the bottom of this letter. Then, please return the counter-signed letter to the attention of Mr. Roman Gastesi at the Florida Association of County Managers with a "cc" to Emily Anderson at emanderson@flcounties.com.

Sincerely,

Roman Gastesi, President
Florida Association of County Managers

RG:ea

cc: FACM Officers

AGREED TO by Nassau County, Florida:

Pat Edwards, Chair
Nassau County Board of County Commissioners

ATTEST by:

Printed Name: John A. Crawford
Title: Ex-Officio Clerk