

**MINUTES OF A BOARD OF SUPERVISORS WORKSHOP MEETING
NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT 04/13/11**

Pursuant to the foregoing Notice, the Board of Supervisors of Northern Palm Beach County Improvement District met at 8:00 a.m. on April 13, 2011 in the Administrative Building and Emergency Operations Center, 359 Hiatt Drive, Palm Beach Gardens, Florida.

1. ROLL CALL

There were present Board President Ronald M. Ash and Supervisors Adrian M. Salee and Matthew J. Boykin; Executive Director and Secretary O'Neal Bardin, Jr., District Engineer Robert W. Lawson and General Counsel Kenneth W. Edwards of Caldwell Pacetti, et al.

Also present were Finance Director Katie Brunk; Executive Assistant Susan Scheff and Director of Operations Kenneth Roundtree.

Supervisor Michael O'Rourke was not present at roll call but was expected to arrive shortly.

Board Supervisor L. Marc Cohn did not attend.

2. ESTABLISHMENT OF A QUORUM

Mr. Ash announced that a quorum was present and that it was in order to consider any business to properly come before the Board.

3. ADDITIONS OR DELETIONS TO THE AGENDA

Mr. Bardin reported that no additions or deletions to the Agenda were necessary.

4. APPROVAL OF MINUTES

A **motion** was made by Mr. Salee, seconded by Mr. Cohn and unanimously passed approving the Minutes of the February 23, 2010 Workshop Meeting and March 23, 2010 Reconvened Workshop Meeting.

5. WORKSHOP TOPICS

o STRATEGIC PLANNING SESSION

Finalize Goals and Objectives

Dr. Dorsett explained that the first item to be addressed was to adopt the Key Strategic Issues (Goals & Objectives) document. She asked if anyone had any changes to make to the document and explained how this document lays the groundwork for formation of a Mission Statement.

A **motion** was made by Mr. Salee, seconded by Mr. Boykin and unanimously passed adopting the Key Strategic Issues document.

Mr. O'Rourke joined the workshop meeting at this time.

Mr. Ash asked Mr. Bardin how these issues will be presented to Staff. Mr. Bardin explained that each item in the Goals and Objectives document denotes a Staff Member or Committee as the responsible party for each function. These items will take place throughout the year.

Mr. Salee suggested a periodic review of the documents due to changes within the organization and the outside world.

Dr. Dorsett suggested a quarterly review unless another need arises.

Mr. Bardin stated he can perform a quarterly review of the document and provide a memo to the Board.

Consider Mission Statement

Dr. Dorsett reviewed the development of Northern's Vision Statement and the steps necessary to for the development of a mission statement. She reviewed the five primary questions the organization should answer with their mission statement, which are:

1. What function(s) does the organization perform?
2. For whom does the organization perform the function(s)?
3. How does the organization go about filling the function(s)?
4. Why does the organization exist?
5. What are the Driving Forces for the organization?

Mr. Ash asked if Northern should create a publication to get this information out to the public once developed. Dr. Dorsett noted that this information should be in Northern's newsletter, on Northern's website and in future publications. Ms. Brunk noted that the Vision Statement and Core Values development were published in Northern's most recent newsletter.

A general discussion followed with regard to monitoring traffic on Northern's website and what information is sought out by those visiting the website. There was further discussion with regard to speaking at various meetings to present the new Vision and Mission Statements.

Dr. Dorsett presented the three draft Mission Statements developed by Northern Management Staff and noted on each draft if it addressed the five primary questions.

After some discussion, the Board agreed upon a modified version of Mission Statement #1 as follows:

Northern's mission is to improve the quality of life through
excellent public service in the areas of flood protection,
land stewardship and infrastructure development.

A **motion** was made by Mr. O'Rourke, seconded by Mr. Salee and unanimously passed adopting Mission Statement #1 as modified.

Mr. Boykin had to leave the workshop meeting at this time.

Mr. Ash stated that he would like a newsletter to be prepared covering the Board's development of a Vision Statement, Goals & Objectives and a Mission Statement. Ms. Brunk stated that the Spring Newsletter was just recently mailed out, but a Summer Newsletter covering this information would be prepared and distributed.

6. RECEIVE AND FILE

- Proof of Publication of Meeting Notice – a copy of which is contained in Northern's files.

7. ADJOURN

There being no further business to come before the Board, the Workshop meeting was adjourned.

President

Secretary