

**MINUTES  
APPOINTMENT COMMITTEE MEETING  
NORTHERN PALM BEACH COUNTY IMPROVEMENT DISTRICT  
March 12, 2008**

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The Appointment Committee met on March 12, 2008 in the in the Administrative Building and Emergency Operations Center, 359 Hiatt Drive, Palm Beach Gardens, Florida.

A motion was made by Ms. Diaz, seconded by Ms. Lew-Jacobs and unanimously passed appointing Mr. Unruh as Chairman of the Committee.

Chairman Unruh called the meeting to order at 8:30 a.m.

**1. ROLL CALL**

The full membership of the Committee, comprised of Board Supervisors Hugo Unruh, Marilyn-Lew Jacobs and Deborah A. Diaz, was present.

Also present were Executive Director O'Neal Bardin, Jr.; Deputy Directors Tanya W. Quickel and C. Danvers Beatty; Community Information Specialist Joanna Cunningham; Executive Assistant Susan Scheff; and General Counsel Kenneth W. Edwards of Caldwell & Pacetti.

**2. ESTABLISH A QUORUM**

Mr. Unruh announced that a quorum was present and that it was in order to consider any business to come before the Committee.

**3. ADDITIONS OR DELETIONS TO THE AGENDA**

Mr. Bardin reported that there were no additions or deletions to the agenda.

**4. APPROVAL OF MINUTES**

A **motion** was made by Ms. Lew-Jacobs, seconded by Ms. Diaz and unanimously passed approving the Minutes of the February 1, 2008 Regular Meeting as presented.

## 5. **REGULAR AGENDA**

- **Discussion – Board Appointment Process**

Mr. Unruh gave an overview of the process he and Ms. Rauch used to review the candidates that applied for the Seat No. 1 vacancy recently filled at the February 27, 2008 Board Meeting.

Ms. Lew-Jacobs explained that she would like to develop written procedures to be followed with regard to the posting of a Board vacancy and the information that gets sent out to the public.

A general discussion followed with regard to the procedure currently used for press releases and position posting as well as the specific requirements of each Board seat. A consensus of the Committee was reached that there should be no limits regarding work experience/background included in the posting of Board vacancies. Also, it was determined that the District should not rely on press releases alone but also legally advertise Board vacancies.

The discussion continued regarding the process to be followed once the applications have been received with respect to Committee meeting processes, interviews and contact with District Staff. It was also determined if the resigning Board Supervisor is currently a member of the Appointment Committee, they will be required to relinquish their seat on the Committee and may not participate in the process of choosing their replacement. Alternate Committee members will be selected at the March 26, 2008 Board meeting.

Ms. Quickel summarized the draft appointment process as currently discussed and agreed upon and stated she would put same in writing and send to the Committee for their

review and approval prior to the March 28, 2008 Board meeting. A copy of the draft Board Appointment Process is attached hereto.

**5. MISCELLANEOUS**

There were no miscellaneous items.

**6. COMMENTS FROM THE COMMITTEE MEMBERS**

Ms. Lew-Jacobs thanked her fellow Committee members for taking the time to address this matter.

**7. ADJOURN**

There being no further business to come before the Appointment Committee, the meeting was adjourned.

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Committee Member

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Committee Member