

Meeting Minutes
City of Fort Lauderdale
CITY ATTORNEY SEARCH COMMITTEE
Wednesday, February 5, 2025, 10:30
a.m. 101 Building – 11th Floor
101 NE 3rd Avenue
Fort Lauderdale, FL 33301

Members	Attendance	Present	Absent
Jim Brady, Vice Chair	P	1	0
Mick Erlandson	P	1	0
Sigrid McCawley*	P	1	0
Roosevelt Walters	P	1	0
Richard Weiss, Chair	P	1	0

*Ms. McCawley participated via Zoom

Staff

Jerome Post, Director, Human Resources
 Kristin Milligan, Deputy Director, Human Resources
 Nivea Colin, Recruiting Manager
 Nisa McFarlane, Administrative Supervisor

I. Call to Order

The initial meeting of this Committee was called to order at 10:30 a.m. by Jerome Post, Director, Human Resources.

II. Roll Call

Motion by Mr. Walters, seconded by Mr. Erlandson, to approve virtual participation by Ms. McCawley. In a voice vote, the motion passed unanimously.

It was noted a quorum was present.

III. Electing a Chair and Co-Chair

Motion by Mr. Erlandson, seconded by Mr. Walters, to elect Mr. Weiss as Chair. In a voice vote, the motion passed unanimously.

Motion by Chair Weiss, seconded by Mr. Walters, to elect Mr. Brady as Vice Chair. In a voice vote, the motion passed unanimously.

IV. Setting a schedule of dates for future meetings

Mr. Post opened the discussion by stating that the intent was to set a tentative meeting

schedule. He provided an overview of the recruitment process to date and highlighted that the recruitment brochure had been updated with the relevant information; it was posted on the websites and organizations used in the past. The position was also listed in NEOGOV.

Mr. Post stated that the job posting was uploaded on January 15, 2025; it is scheduled to run through February 15, 2025. There were 15 applicants to date; one was internal and 14 were external. He did not anticipate having the next meeting until well after February 15, 2025 so the Committee would have an opportunity to review the applications and make decisions on who they would like to interview.

Chair Weiss initiated a discussion regarding the language in the current job posting, and expressed concern that some criteria might inadvertently discourage qualified candidates from applying. Mr. Erlandson echoed this concern and suggested that tweaks to the current posting might be worth discussing. He highlighted the emphasis on litigation experience; that he felt a wider net should be cast given the managerial aspects of the City Attorney role; and the potential for unintentionally limiting the applicant pool geographically. Mr. Erlandson also had concerns with "screener" button functionality which he described as "draconian."

Mr. Walters was surprised there were only 15 applicants. Mr. Post clarified that by default, the recruitment was targeting a national audience by being posted online. Chair Weiss recommended that the Committee review the brochure and posting immediately to ensure that no one was being inadvertently excluded.

Discussion ensued on the best way to manage the screening process. Mr. Post clarified that there were no plans to hire an external consultant to do the screening as the City Commission had opted for an internal process managed by Staff. Chair Weiss and Ms. McCawley offered guidance with screening for bar violations and disciplinary actions by the Florida Bar as well as other jurisdictions. Ms. Milligan provided clarification on the background screening process; she explained that while the City would utilize a third-party vendor for certain aspects of the background checks, the review of social and news media would be conducted by Staff. She also confirmed that the vendor had the capability to tailor background checks to the specific requirements of the position.

V. Discussion of the Role of the Board

Mr. Post initiated discussion on the preferred approach to reviewing applications. It was agreed that Mr. Post and his staff would screen applicants and present the top 20 candidates to the Committee for their review. That number could be higher in the event there was any question on additional candidates that should be reviewed.

The Committee discussed specific revisions to language in the job posting with the objective of attracting as many qualified applicants as possible; those revisions were noted by Ms. Milligan and Ms. Colin. Key revisions included modifying the "essential job functions" section to be more flexible; revising the "job requirements and work environment" section to reflect charter requirements and highlighting the other qualifications as "preferred" under "ideal candidate." Methods of targeting highly qualified government candidates that may be looking

for work were also discussed.

In an effort to expedite the revision process, the Committee agreed that Staff should submit the redrafted job posting based on the discussion to Chair Weiss for his review and approval by the end of the week; it was to be re-posted shortly thereafter. Mr. Post was asked to send the applications received to Members for their review. It was agreed that the application deadline should be extended by 15 days to March 2, 2025 to allow for dissemination of the revised posting.

The scheduling of future meetings was discussed with consideration given for the time needed to conduct thorough background screening and other factors. The Committee agreed on the following meeting dates and objectives:

- Tuesday, March 11, 2025 at 12:30 p.m. - Discuss and identify a short list of candidates to be interviewed.
- Thursday, April 3, 2025 at 12:30 p.m. - Conduct virtual interviews; 30 minutes will be allocated per candidate; with 15-minute breaks between interviews.
- Friday, April 11, 2025 at 12:30 p.m. – Conduct in-person interviews with finalists.

VI. Public Comments

There were no comments.

VII. For the Good of the Order

There was no discussion.

VIII. Adjournment

There being no further business before the Committee, the meeting was adjourned at 12:08 p.m.