

APPROVED

MINUTES OF MEETING

**GOVERNING BOARD AD HOC COMMITTEE MEETING
SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT**

BROOKSVILLE, FLORIDA

JANUARY 27, 2011

The Governing Board Ad Hoc Committee Meeting of the Southwest Florida Water Management District convened for a meeting on January 27, 2011, at 9:00 a.m., at District Headquarters.

Board Members Present

Doug Tharp, Chair
Neil Combee, Member
Ron Oakley, Member
Judy Whitehead, Member

Attended via Telephone

Jennifer Closshey, Member

Staff Present

David Moore, Executive Director
Bill Bilenky, General Counsel
Lou Kavouras, Deputy Executive Director
Richard Owen, Deputy Executive Director
Bruce Wirth, Deputy Executive Director
Kurt Fritch, Acting Deputy Executive Director
Elaine Kuligofski, Director, Human Resources
Michael Molligan, Director, Communications
Steve Long, Contracts Manager, Finance

Recording Secretary

Tahla Paige, Senior Administrative Assistant

1. **Call to Order**

Chair Tharp called the meeting to order at 9:04 a.m. Ms. Paige called the roll. Chair Tharp stated each consultant was allotted 20 minutes for their presentation followed by a question and answer session.

2. **Introduction/Discussion Regarding RFQ 11-1102-Workload and Staffing Analysis**

Mr. Moore thanked the Committee members for participating in the process and thanked the respondents for their proposals.

3. **Oral Presentations by Selected Vendors**

a. **North Highland Consulting Company Presentation**

Ms. Kelly Shafer, local executive from the Tampa Bay Area, introduced each of the team members: Mr. Charles Morgan, Project Manager; Ms. Janet Hecht, Human Resources Specialist; and Ms. Jan Sullivan, Mr. Albert Rees, Ms. Linda Ferrone and herself, Quality Assurance Specialists. Ms. Sullivan provided an overview of how North Highland would review the District to understand its business processes. She reviewed the phased approach that would be used:

Phase 1 – Initiate and Collect Data (2 weeks)
Phase 2 – Assess and Diagnose (14 to 16 weeks)
Phase 3 – Develop Recommendations (2 weeks)
Phase 4 – Deliver Report (1 week)

Mr. Rees reviewed the company's past projects and work experience. Mr. Combee asked what was the duration of the project done for South Florida Water Management District (SFWMD). Ms. Ferrone stated it was approximately three months. Mr. Combee asked if any position could be measured to determine if there was enough work for a

40-hour week. Ms. Ferrone stated it would not be a problem with the holistic approach that would be used for the report.

Ms. Whitehead asked if the status reports would be done weekly or bi-weekly. Ms. Sullivan stated the minimum would be bi-weekly, but the reports could be weekly or any frequency desired by the District. Ms. Whitehead asked what percentage of workforce at SFWMD had a staffing analysis completed. Ms. Sullivan replied the initial request was for a segment of three to five roles. She stated a full analysis was suggested on the entire organization in order to review overlapping skills, and a full study was completed for SFWMD. Ms. Whitehead asked if an ongoing staffing analysis would be recommended. Mr. Rees stated it recognized the need to periodically complete an analysis and, in the SFWMD study, tools were left in place to do future analysis.

Chair Tharp asked for Mr. Morgan's work history. Mr. Morgan reviewed his qualifications. Discussion continued on qualifications and work history of the company.

b. Maximus Consulting Services, Inc. Presentation

Mr. Bruce Cowans, Project Director, introduced Mr. Steven Whitney, Engagement Executive, and Mr. Troy Tangen, Project Manager. Mr. Tangen stated with the current economic downturn state agencies have had to streamline, and cut back budgets and personnel. He explained the study process of Maximus. Mr. Tangen reviewed the process of (1) read, ask and diagnose; (2) interpret and prescribe; and (3) manage the project with the objective to reduce staff to meet the District's budget. Mr. Whitney closed by stating the mission of Maximus was to "help government serve the people."

Chair Tharp stated the presentation focused on massive budget cuts and Maximus may have misinterpreted that the District was faced with massive cuts. Ms. Whitehead stated the District does not owe money. Mr. Oakley stated the District is a pay-as-you-go agency, and wants a review of staff and current workloads. Mr. Combee stated the District was interested in streamlining its workforce.

c. KPMG, LLP Presentation

Mr. Victor Reyes, Engagement Principal, introduced the team for the project: Mr. Felix Verdigets, Engagement Manager; Mr. Brad Jurkovic, Resource/Regulation Subject-Matter Professional; Mr. Michael Sweeney, Utility Management Subject-Matter Professional; Mr. David Roberts, Utility and Public Sector Subject-Matter Professional; and Ms. Leila Shin, Organizational Analyst. Mr. Reyes reviewed the objectives of KPMG. The project would be handled in three phases:

- Phase 1 – Plan (3 weeks)
- Phase 2 – Assess (11 weeks)
- Phase 3 – Opportunities (2 weeks)

Chair Tharp stated that KPMG is the District's auditor and asked if there would be a conflict of interest. Mr. Reyes stated an internal consultation was done and it was determined there would not be a conflict. Mr. Combee asked if KPMG did management consulting and auditing for the same company on a regular basis. Mr. Reyes replied that KPMG does both on a regular basis.

4. **Discussion of Presentation and Vendor Selection**

Chair Tharp asked for the ranking forms. Mr. Fritch stated the meeting had been designed for the Committee to discuss and vote for the appropriate consultant without a ranking form. Chair Tharp asked Committee members to rank the companies from one to three. After some discuss, four out of the five members ranked North Highland as number one.

Mr. Oakley moved, seconded by Mr. Combee, to award North Highland Consulting Company the contract. Motion carried unanimously.

5. **Adjournment**

Chair Tharp stated the next meeting had to be legally noticed and asked Ms. Kavouras when was the first available date. Ms. Kavouras replied February 18, 2011. Following discussion, it was decided by consensus to hold the next Ad Hoc Committee meeting at 9:00 a.m. on February 22, 2011, and to start the regular Governing Board meeting an hour later at 10:00 a.m. This would allow all Governing Board members to attend, and appoint new committee members to oversee the Workload and Staffing Analysis Project.

Chair Tharp adjourned the meeting at 11:26 a.m.