

APPROVED

MINUTES OF THE MEETING

GOVERNING BOARD  
FINANCE AND ADMINISTRATION COMMITTEE

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

BROOKSVILLE, FLORIDA

FEBRUARY 22, 2011

The Governing Board Finance and Administration Committee of the Southwest Florida Water Management District (SWFWMD) met at 9:05 a.m. on February 22, 2011, at the District's headquarters in Brooksville. The following persons were present:

Finance and Administration Committee

H. Paul Senft, Vice Chair  
Judith C. Whitehead, Second Vice Chair  
Hugh Gramling, Member  
Jeffrey M. Adams, Member  
Carlos Beruff, Member  
Jennifer E. Closshey, Member  
Neil Combee, Member  
Albert G. Joerger, Member  
Todd Pressman, Member

Staff Members

David L. Moore, Executive Director  
Lou Kavouras, Deputy Executive Director  
Kurt P. Fritsch, Acting Deputy Executive Dir.  
Bob Dunne, Acting Inspector General  
Elaine Kuligofski, Human Resources Director  
Audra Owens-Powell, Human Resources Mgr.

Board's Administrative Support

LuAnne Stout, Administrative Coordinator

Participated via teleconference:

Bryan K. Beswick, Member

Board Member(s) Absent:

Douglas B. Tharp, Chair  
Ronald E. Oakley, Member

A list of others present who signed the attendance roster is filed in the permanent records of the District. Compact discs of the audio and copies of materials and handouts, as set forth in full herein, are also filed in the permanent files of the District.

1. **Call to Order and Roll Call**

Vice Chair Senft called the meeting to order and requested a roll call. Ms. Kavouras called the roll and noted that a quorum was present.

2. **Workload and Staffing Analysis – Review Scope of Work**

Ms. Kuligofski noted that the Governing Board selected North Highland Consulting Company (NHCC) to perform the Workload and Staffing Analysis. She said this is the kickoff meeting between the Committee and NHCC to discuss the contracted scope of work, and discuss scheduling future Committee and consultant meetings.

Ms. Kelly Shafer, representing NHCC, introduced herself and the team members: Ms. Jan Sullivan, Ms. Janet Hecht, Mr. Charles Morgan and Ms. Linda Ferrone (via teleconference). Each team noted their office location, and provided a brief resumé of their career highlights and key responsibilities with NHCC.

Using an overhead slide presentation, Mr. Morgan reviewed the agenda for today's meeting.

(Mr. Combee entered the meeting.)

3. **Project Kickoff Discussion**

Discussion ensued regarding the Board's purposes for performing this analysis. Ms. Shafer asked for clarification of expectations. She noted that NHCC will provide collaborative interaction with the Board on a monthly basis and filter information through the executive team to Board members.

(Mr. Joerger entered the meeting.)

Board members provided their definitions of success or failure for the analysis.

4. **Schedule Next Meeting and Discuss Potential Need for Appointment of Ad Hoc Members**

Mr. Morgan reviewed the timeline for deliverables and next steps by NHCC with District staff.

The Board members' consensus was not to create an ad hoc committee. The Committee will meet with NHCC during the monthly Board meeting. Special Committee meetings may be scheduled as necessary.

5. **Adjournment**

Vice Chair Senft adjourned the meeting.

The meeting was adjourned at 10:07 a.m.