APPROVED

MINUTES OF THE MEETING

GOVERNING BOARD
FINANCE AND ADMINISTRATION COMMITTEE

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

BROOKSVILLE, FLORIDA JUNE 28, 2011

The Governing Board Finance and Administration Committee of the Southwest Florida Water Management District (SWFWMD) met at 8:35 a.m. on June 28, 2011, at the District's headquarters in Brooksville. The following persons were present:

Board Members Present
Douglas B. Tharp, Vice Chair
Carlos Beruff, Second Vice Chair
Michael A. Babb, Member Designate
Bryan K. Beswick, Member
Jennifer E. Closshey, Member
Neil Combee, Member
Hugh Gramling, Member
H. Paul Senft, Member
Judith C. Whitehead, Member

Staff Members
William S. Bilenky, Interim Executive Director
Lou Kavouras, Deputy Executive Director
Elaine M. Kuligofski, Director, Human Resources and Risk Management Department

Board Member(s) Absent
Albert G. Joerger, Chair
Jeffrey M. Adams, Member
Todd Pressman, Member

A list of others present who signed the attendance roster is filed in the permanent records of the District. Approved minutes from previous meetings can be found on the District's Web site (www.WaterMatters.org).

1. **Call to Order and Roll Call**
   Board Chair Senft called the meeting to order. He then introduced the newly appointed Board Member Michael A. Babb who will be sworn in at the Board's July meeting.

   Board Chair Senft then relinquished the gavel to Committee Vice Chair Tharp who called the Committee meeting to order. He noted that it has been a pleasure to work with the North Highland Consulting Company.

2. **Workload and Staffing Analysis – Report by North Highland Consulting Company**
   Ms. Jan Sullivan, Project Manager and Quality Assurance Specialist, introduced other members of the North Highland Consultant Company (NHCC) team present: Ms. Janet Hecht, Human Resources Specialist; Ms. Kelly Shafer, local executive from the Tampa Bay Area; and Ms. Linda Ferrone, local executive from the Orlando office. The purpose of this item is for NHCC to provide the Governing Board with the final written report on the Workload and Staffing Analysis.

   Ms. Sullivan said the agenda for this presentation is to present the project objectives, methodology, findings and recommendations, and high-level roadmap. She said the purpose of this study is to provide the Board with an objective view of the business and workload/staffing requirements; perform a detailed and unbiased organizational assessment that serves as the basis for complete and integrated workforce capacity planning; and present data, findings, and recommendations that (1) enable leadership to set organizational priorities; (2) foster the requisite organizational capabilities to implement the initiatives and imperatives outlined in the 2012–2016 Strategic Plan; and (3) enhance efficiencies, eliminate redundancies, cut waste, and reduce costs while sustaining high-quality water management services.

In response to questions about communicating this report to staff, Committee Vice Chair Tharp said the final report will be posted to the District's website following this meeting which will be available as an audio recording. Ms. Sullivan said the NHCC project team will meet with Mr. Bilenky tomorrow morning and the executive management team in the afternoon. She said then the project team will present the report to senior staff at its meeting the following day. Ms. Sullivan said there will be optional sessions with division deputies to review department-level employee survey results.

Ms. Sullivan said NHCC conducted a comprehensive organizational assessment that can serve as the basis for complete and integrated workforce capacity planning. She said the NHCC project team reviewed documentary data, met with District staff to collect information, and conducted various surveys and focus groups to gather data and perform the workload/staffing analysis.

The NHCC project team provided a high level summary, and led a discussion of the findings and recommendations. The Board had the opportunity to ask questions of the project team.

3. **Adjournment**
Committee Vice Chair Tharp adjourned the meeting at 10:25 a.m.

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