

FINANCIAL REVIEW BOARD – SPECIAL MEETING MINUTES

MAY 11, 2010

CITY HALL – FIRST FLOOR CONFERENCE ROOM
100 NW 1ST AVENUE, DELRAY BEACH, FLORIDA

Item 1. Call to Order

The Chairman of the Board, Mr. Howard Ellingsworth called the meeting to order at 4:00 PM.

Item 2. Roll call

MEMBERS PRESENT:

Howard Ellingsworth, Chairman
Brenda Durden
Jack Warner

Yvonne Walker
Christina Morrison Pearce
Todd L'Herrou

PUBLIC GUESTS PRESENT:

Dr. Victor Kirson – President/ Board of Directors-Tierra Delray

STAFF PRESENT:

Chevelle Nubin, City Clerk

Item 3. Public Comment

Dr. Victor Kirson stated he thought Mr. Warner's comments were outstanding at last Tuesday's meeting.

Item 4. Dissemination of Information and Communication by the FRB Members with Staff, City Commissioners and Department Heads

Mr. Ellingsworth stated there were comments that were less than positive about how the Board was coming up with suggestions. He advised the Board that he wanted them to be constructive, and not critical. The Board has to realize that all of their recommendations are not going to be adopted by Commission.

Today's meeting is about being professional and credible. He does not want the Department Heads to be nervous about speaking openly with Board members. This is an advisory Board and all of the supporting analysis needs to be in place before they make a recommendation or suggestion. Any critical comments need to be eliminated and it is important the way things are presented. The Board is doing a great job and wants them to be perceived in a good way. He also reminded the Board that everything that is emailed is public information.

Ms. Walker, being a City employee knows it is a very difficult time for employees. The Board is coming in at a time when there has been no merit increases for three years and the moral is poor. When they sent out the employee suggestions letter, they interpreted it as "how much more can they beat us down?" She got a lot of calls and she explained to them this is not meant to beat you down, this gives you an opportunity from the ground up to provide input. Some of the suggestions she looked at did identify some problems that the City has. We made a suggestion that we look at management which is very foreign to the way we do business here. Management is set aside and not looked at, and we brought in something that is never done. Now that has got around many people are saying – the reorganization makes sense! However, she has heard from one or two managers that are very upset and they say the recommendations are ridiculous; they don't understand government; they don't understand what it costs. She agrees the next time we put something forth it needs to have the total impact, direct or indirect to services.

Mr. Ellingsworth stated he is not criticizing the Board; the Commission appointed them and he wants to move forward in a positive and professional way. Keep in mind the suggestions may be life changing for people, and even if they feel it is what is needed, it needs to be done carefully and they need to be able to say why the recommendation was made.

Mr. Warner in reference to tone and style agrees. He does not know how to put an idea on the table with the Sunshine Rules, which makes it immediately public - without upsetting someone.

Ms. Nubin stated in the Sunshine Rules, the Board can email information to other members, they just cannot respond back to have a conversation about it. No discussion on that information is allowed until there is a meeting. The Board was under the impression they could email only to Mr. Safford, Finance Director and Board liaison, who in turn would forward to the other members.

Mr. Ellingsworth stated that Mr. Warner and Ms. Pearce have done a great amount of work and he wants that to continue. Being able to email information to each other may give them more time to review suggestions before they meet and talk about the reasoning behind them.

The Board needs to be sensitive when talking about cutting positions. Mr. Warner says that the flattening of management has been used for many years, and thinks the City is crowded at the top levels. He wants to look at spans of control and reorganization at the senior level. However, the Commission may be reluctant to agree.

Ms. Pearce was surprised by the number of employee's responses that agreed with Mr. Warner's recommendations of looking at management; too many senior positions in several departments (Police and Fire included). Secondly, she feels only one staff member should be sufficient be present at the FRB meetings, other staff members are needed to provide financial data but not necessary to attend the meetings. Mr. Warner spoke of his recommendation that the two Assistant Manager's positions be reviewed for redundancy, also a review \$2 million dollars of money going to non-city organizations. Both recommendations were instantly known by the groups or persons involved. Mr. Ellingsworth had requested no staff be present for attendance in today's discussion. Staff will be needed at times for clarification of information and may be requested to attend. They decided on removing all City staff from the meetings (however the meetings are public) other than the City Clerk to record the minutes (if available), and possibly request a new liaison to be assigned by Commission.

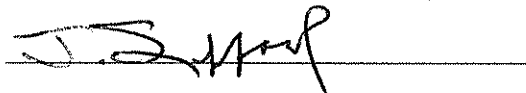
Mr. Warner suggested both having a website and an email address to provide information and give employees a way to post comments or suggestions. There was discussion on how to go about getting approval for the website. Mr. Ellingsworth confirmed with Ms. Nubin the procedures on getting items added to the Commission's Agenda as well.

There was discussion on reports that the Board may wish to obtain such as the monthly reports, mid-year budget status etc. They also discussed timeframes and plans for interviewing the departments to review functions.

Item 9. Adjournment

Mr. L'Herrou motioned to adjourn the meeting seconded by Mr. Warner. Said motion passed unanimously. The meeting adjourned at approximately 5:05pm

The undersigned is the Finance Director of the City of Delray Beach. The information provided herein are the Minutes of the City of Delray Beach Financial Review Board of May 11, 2010. Minutes were formally approved and adopted by the Financial Review Board on June 15, 2010.



Joseph M. Safford, Director of Finance