



**Board of Directors Agenda, Wednesday, August 2, 2024, 2024 – 8:30 am – 1:00 pm**  
**Special Meeting – Interview Candidates for Executive Director**

Children’s Services Council of Martin County, 101 SE Central Pkwy, Stuart, FL 34994

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1. 8:30 am **Call to Order and Roll Call** – Susan Rabinowitz, President
2. 8:35 am **Comments**
  - a. Partners
  - b. Public
3. 8:35 am **Interviews**
  - a. 8:35 Preliminary discussion
  - b. 8:45 William Corbin
  - c. 9:45 Discussion/Break
  - d. 10:00 Traci Mitchell
  - e. 11:00 Discussion/Break
  - f. 11:15 Lisa Nicholas
4. 12:15 pm **Deliberation**
  - a. Executive Director Search Update
  - b. Straw Ballot
  - c. Motion to extend job offer
5. 12:45 am **Director Comments**
6. 1:00 pm **Adjourn**

**Upcoming Meetings | Events**

**Executive Committee, Friday, August 9, 2024 – 8:30 – 10:00 am**

Children’s Services Council of Martin County, 101 SE Central Pkwy, Stuart, FL 34994

**Executive Committee, Friday, August 23, 2024 – 8:30 – 10:00 am**

Children’s Services Council of Martin County, 101 SE Central Pkwy, Stuart, FL 34994

**Board of Directors, Wednesday, August 28, 2024 – 8:30 – 10:00 am**

Children’s Services Council of Martin County, 101 SE Central Pkwy, Stuart, FL 34994

**A Stronger Economy is Everyone’s Business.**

1002 SE Monterey Commons Blvd., Suite 207 | Stuart, FL 34996 | 772.221.1380 |



To: President & Members, Executive Committee, Board of Directors  
From: Dan Hudson, Interim Executive Director  
Subject: Executive Director Search update  
Date: Special Board of Directors Meeting – August 2, 2024  
Candidate Interviews and Offer of Employment

**SUMMARY:** This is a placeholder to provide a monthly update on activities related to the Executive Director search.

**RECOMMENDATION.** Motion to approve an offer of employment.

#### **DISCUSSION**

The Board will be interviewing three Candidates on August 2, 2024. At the conclusion of the interviews the Board Members will be given a “straw poll” – a written ballot to nominate their first choice for the Executive Director. Once a clear leader emerges, the Board will be asked to make a motion to offer employment to that individual.

**Salary** is set by the Board. The Search Committee advertised the anticipated hiring range to be \$100,000 - \$120,000. The prior incumbent was hired in 2019 at \$101,000. Her final salary was \$112,528, plus she received \$250 per month car allowance and ordinary benefits. \$115,000 is programmed into the budget; however, with staff turnover, there is flexibility in salary.

**Final arrangements.** A draft offer letter is attached. It is possible there could be some additional negotiations once the offer is extended. An Executive Committee meeting is scheduled for August 9<sup>th</sup>, if necessary to finalize the arrangements.

**Other.** Please refer to your prior copies of Candidate resumes and personality profiles. Staff will have extra copies available if needed. Background checks are currently underway.



August 2, 2024

Reference: Offer of Employment

Dear \_\_\_\_\_:

I am pleased to extend an offer of employment as Executive Director for the Business Development Board of Martin County (BDB). Salary and benefits are summarized as follows:

- Compensation \$\_\_\_\_\_ per year, paid biweekly
- Start date September 9, 2024 (or sooner)
- Retirement Contribution Pre-tax matching contribution up to three percent (3%)
- Health Insurance Fully paid individual health insurance after 90 days
- Vacation Two weeks initially, with increases per policy
- Auto Allowance \$3,000 per year, paid biweekly
- Cell Phone Provided by BDB
- Other Benefits See BDB Human Resource Manual (provided separately)

This is an in-office position. You will be expected to relocate into Martin County within three months of employment.

Please note that the BDB is an employment at will employer, and there is no contract arrangement between you and the BDB either expressed or implied in this letter. Further, this letter supersedes any and all prior discussions.

Offer and acceptance:

\_\_\_\_\_  
Susan Rabinowitz, President

\_\_\_\_\_  
[Candidate name]