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MEMORANDUM

TO: Honorable Chair and Members, CRA Board of Commissioners
City of Riviera Beach, Florida

FROM: J. Michael Haygood, CRA Attorney 

COPY: Rosilyn Edwards Dickerson, Human Relations Director, City of Riviera Beach

DATE: May 7, 2020

SUBJECT: CRA Executive Director Search

At your direction, I have consulted with Rosilyn Edwards Dickerson, Director of the City of Riviera Beach's Human Resource Department about the proposed Riviera Beach Community Redevelopment Agency's search for the Executive Director's position. She identified approximately nine executive director search firms listed below:

- 1) Colin Baenziger & Associates
- 2) GovHR USA
- 3) Strategic Government Resources
- 4) Alliance Resource Consulting
- 5) CPS HR
- 6) The Walters-Oldani Executive Recruitment
- 7) The Prothman Company (Prothman.com)
- 8) The Novak Consulting Group
- 9) Gans, Gans & Associates

Of the nine firms, to date, one firm regrettably declined to submit and three responses were received. The three response are attached (Compost Attachment "A"). No response was received from the balance of the identified firms.

As we discussed at the last Agency meeting, the last search for the Executive Director of the Agency was done without a search firm. An email was circulated with a copy of the ad for

the position with job qualifications (Attachment "B") and the publications in which the ads were published (Attachment "C").

In addition, several issues that must be resolved by the Board of Commissioners, at some point, which include:

1. Approval of the job qualifications for the position.
2. The screening process for the applicants.
3. The salary and benefits for the position.