



**AGENDA REPORT**  
**April 24, 2018**

---

---

**SUBJECT:**

Permission to advertisement for a Environmentally Endangered Lands Program Selection and Management Committee member

**FISCAL IMPACT:**

There are no impacts to General Revenue or EEL Program funds.

**DEPT/OFFICE:**

Parks and Recreation

**REQUESTED ACTION:**

Authorize staff to initiate procedures to appoint a replacement member to Environmentally Endangered Lands Program Selection and Management Committee to include:

1. Advertise to accept applications to fill the vacant position on the Selection and Management Committee.
2. Bring a list of qualified applicants back to the Board for final ranking and appointment.

**SUMMARY EXPLANATION and BACKGROUND:**

On January 30, 2018, Ross Hinkle resigned his position on the Environmentally Endangered Lands Program (EEL) Selection and Management Committee (SMC). Staff now requests authorization to begin procedures to recruit a replacement to fill the position. The current term of the remaining members on this Committee will expire on December 31, 2018.

The request to advertise for applicants to the SMC follows the procedures used to identify qualified applicants (as identified below) and aids the Board in the selection process. If authorized, staff will advertise for applicants as well as research opportunities to advertise in areas such as through a County Press Release, local universities, environmental organizations and EEL Program Committees. Advertising the committee vacancy will encourage multiple applicants to apply which will allow for the appointment of a primary committee member and one or more alternates. The Land Acquisition Manual (LAM) identifies criteria for the SMC appointments. (See attached)

Staff requests authorization to:

1. Advertise to accept applications to fill the vacant position on the SMC.
2. Bring a list of qualified applicants back to the Board for final ranking and appointment.

All remaining EEL SMC members shall:

1. Have a graduate academic degree in biological or environmental sciences or demonstrated professional expertise (minimum six (6) years) in a closely related conservation field such as ecosystem management, natural resources conservation, aquatic biology, field ecology, marine biology, botany, geology, hydrology, fire ecology, natural areas management, human use and recreation in natural areas, science education, or natural area sanctuary design.
2. Have demonstrated knowledge of Brevard County ecosystems and specific knowledge of the habitat types and conservation land management techniques.

The Board shall review the qualifications of the qualified nominees and give each nominee a ranking score from 1-3. The Assistant County Manager (or designated county staff) shall tabulate the ranking scores. Those nominees with the highest scores shall be appointed to the EEL SMC; those nominees with the second highest scores shall be appointed as alternates to the EEL SMC. In cases of tied scores, the Board Chairperson will choose members or alternates by drawing names of those with tied scores from a box.

**ATTACHMENTS:**

**Description**

- **EEL LAM PROCEDURES**

**Information on the Selection and Management Committee Appointment Process is found on pages 12 – 14 of the EEL Program's Land Acquisition Manual (LAM)**

**EEL Selection and Management Committee**

Membership shall consist of eight (8) members appointed by the Board for a minimum term of two (2) years. The Board of County Commissioners shall strive to maintain a committee membership that possesses a diversity of demonstrated expertise or experience to enhance the land acquisition and management goals of the EEL Program. The Board may appoint members that do not reside in the respective Commissioner's District.

**All EEL Selection and Management Committee members shall:**

1. Have a willingness to serve in a voluntary capacity.
2. Be willing to make a long-term commitment to the EEL Selection and Management Committee.
3. Have a graduate academic degree in biological or environmental sciences, OR, demonstrated professional expertise (minimum six (6) years) in a closely related conservation field such as ecosystem management, natural resources conservation, aquatic biology, field ecology, marine biology, botany, geology, hydrology, fire ecology, natural areas management, human use and recreation in natural areas, science education, or natural area sanctuary design.
4. Have demonstrated knowledge of Brevard County ecosystems and specific knowledge of the habitat types and conservation land management techniques.

**The procedure for this appointment to the EEL Selection and Management Committee shall be:**

The qualifications of all applicants/nominees (applicants) responding to a call by the County Commissioners for EEL Selection and Management Committee volunteers shall be reviewed by a Qualifying Committee consisting of the EEL Program Manager, the Chairman of the Procedures Committee (or their designee), and the Director of Human Resources (or their designee). Staff will present the list of all applicants to the Qualifying Committee for review and an initial ranking based on their level of experience and education. Qualifications for EEL Selection and Management Committee members are outlined in the LAM on pages 13 & 14.

**The method of the initial ranking by the Qualifying Committee is as follows:**

1. All applicants who meet the minimum qualifications as approved by the Qualifying Committee will be assigned one hundred (100) points.
2. Five (5) additional points are assigned for each graduate degree (Masters or Doctorate) in ecosystem management, natural resources conservation, aquatic biology, field ecology, marine biology, botany, geology, hydrology, fire ecology, natural areas management, human use and recreation in natural areas, science education, or natural areas sanctuary design.
3. And/or two (2) additional points for each year up to six (6) years for demonstrated professional expertise in biological or environmental sciences, or a closely related conservation field such as ecosystem management, natural resources conservation, aquatic biology, field ecology, marine biology, botany, geology, hydrology, fire ecology, natural areas management, human use and recreation in natural areas, science education, or natural area sanctuary design.

The Qualifying Committee will provide the list of all applicants to the Procedures Committee including identification of those applicants/nominees that have been determined by the Qualifying Committee to be qualified. The qualified applicants will be identified by their initial ranking.

The Procedures Committee will review the list of applicants presented by the Qualifying Committee and will verify the final list of qualified applicants through a majority vote. County EEL staff will provide the list of the qualified applicants in ranked order from highest to lowest to the Board for review and final ranking.

The Board shall review the qualifications of the qualified nominees and give each applicant a ranking score from 1-3. The Assistant County Administrator (or designated county staff) shall tabulate the ranking scores. The applicant with the highest score shall be appointed to the EEL Selection and Management Committee, the applicant with the second highest score shall be appointed as an alternate to the Committee. In the case of tied scores, the Board Chairperson will choose members or alternates by drawing names of those with tied scores from a box.



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001  
Fax: (321) 264-6972  
Tammy.Rowe@brevardclerk.us

April 25, 2018

**M E M O R A N D U M**

**TO:** Mary Ellen Donner, Parks and Recreation Director

**RE:** Item II.B.3., Permission to Advertise for Environmentally Endangered Lands Program Selection and Management Committee Member

The Board of County Commissioners, in regular session on April 24, 2018, authorized staff to initiate procedures to appoint a replacement member to Environmentally Endangered Lands Program Selection and Management Committee to include: 1) Advertise to accept applications to fill the vacant position on the Selection and Management Committee; and 2) Bring a list of qualified applicants back to the Board for final ranking and appointment.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*Tammy Rowe*

Tammy Rowe, Deputy Clerk

/ds

cc: EEL Program Manager  
Central Services Director