



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.12.

2/6/2024

Subject:

Confirmation of Melissa H. Powers as Human Resources Office Director

Fiscal Impact:

N/A

Dept/Office:

County Manager's Office

Requested Action:

It is requested that the Board of County Commissioners confirm the appointment of Melissa H. Powers as Human Resources Office Director.

Summary Explanation and Background:

Pursuant to the Brevard County Charter and Code of Ordinances, it is asked that the Board of County Commissioners confirm the appointment of Melissa H. Powers as Human Resources Office Director. Ms. Powers has been serving as the Deputy Director - Human Resources since December 2022. Prior to this position, Ms. Powers served as an Assistant County Attorney (Attorney II and Attorney III) with the County Attorney's Office from May 2018 through December 2022.

In the Deputy Director - Human Resources position, Ms. Powers handles all employee relations matters, and provides guidance for departments on discipline, Americans with Disabilities Act (ADA) accommodation, and Family and Medical Leave Act (FMLA) matters. Ms. Powers provides primary supervision of the Records section of Human Resources, teaches classes for the employee development program, participates in labor union grievance proceedings and labor negotiations, assists with budget development, and attends monthly review meeting with staff and consultants for the County's group health plan. In her role as an Assistant County Attorney, Ms. Powers provided legal services which included, but were not limited to contract review, labor union negotiations, writing and amending ordinances and County policies and administrative orders, and provided guidance on employee discipline matters, including grievance committee and personnel council hearings. In addition, Ms. Powers conducted public records training for employees and assisted Risk Management with litigation reviews and collaborative work with outside legal counsel.

Ms. Powers possesses a Juris Doctorate Degree from the Suffolk University Law School and a Bachelor of Arts, cum laude, Social Psychology from Wheaton College. In addition, Ms. Powers has been admitted to practice law in Florida, Middle District of Florida, and U.S. Court of Appeals for the Eleventh Circuit.

The demonstrated experience Ms. Powers has gained from her roles as Deputy Director - Human Resources, Assistant County Attorney, and prior private practice experience, have proven beneficial to successfully take on

this new role.

Clerk to the Board Instructions:



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

Telephone: (321) 637-2001
Fax: (321) 264-6972
Kimberly.Powell@brevardclerk.us

February 7, 2024

MEMORANDUM

TO: Frank Abbate, County Manager

RE: Item F.12., Confirmation of Melissa H. Powers a Human Resources Office Director

The Board of County Commissioners, in regular session on February 6, 2024, confirmed the appointment of Melissa H. Powers as the Human Resources Office Director.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK

for: Denna Scott
for: Kimberly Powell, Clerk to the Board

/tr

cc: Human Resources

MELISSA H. POWERS, ESQ.

Professional and Legal Experience:

Deputy Director/Employee Relations Manager, Human Resources

Brevard County

Viera, FL

December, 2022 – Present

Handle all employee relations matters including employee complaints, investigations, discipline questions and grievance committee proceedings. In collaboration with the County Attorney's Office provide guidance for departments on discipline, ADA accommodation and FMLA matters. Responsible for primary supervision of the Records section of Human Resources and taught classes for the employee development program. Participate in labor union grievance proceedings and write decision memorandums for the Human Resources Director. Assist with budget development and attend monthly review meeting with staff and consultants for the County's group health plan. Assume all other duties of Human Resources Director as needed.

Assistant County Attorney

Brevard County Attorney's Office

Viera, FL

May, 2018 – December, 2022

Provided legal services to assigned County departments, including assistance with contract review, procurement processes, labor union negotiations, writing and amending ordinances and County policies and procedures. Had primary responsibility to provide guidance on employee discipline matters for all departments including grievance committee and personnel council hearings. Conducted public records training for employees. Assisted Risk Management with litigation reviews and collaborative work with outside legal counsel.

Principal Attorney

Powers Law Firm, P.A.

Melbourne, FL

March, 2015 – May, 2018

Principal attorney dedicated to representing families and children that need assistance in various types of legal proceedings, including guardianship, guardian ad litem, civil rights, education/IEP, negligence and wrongful death. Also provided legal research and writing services to other firms and attorneys.

Associate

The Maher Law Firm, P.A.
Winter Park, FL
January, 1998 – February, 2015

The Maher Law Firm has focused exclusively on representing clients who have suffered catastrophic harms and losses. In my role as an associate attorney, I assisted with all aspects of personal injury litigation from intake through trial and appeal. Work included a particular focus on nursing home, medical malpractice and civil rights matters. Provided legal research and writing for other attorneys including federal court and appellate work.

Member – Florida Bar Legal Needs of Children Committee

2015 – 2017

Brevard County Executive Leadership Institute, Class XVIII

2023-2024

Education:

Suffolk University Law School
Boston, MA
Juris Doctorate (J.D.)
1994-1997

Wheaton College
Norton, MA
Bachelor of Arts (B.A.), cum laude, Social Psychology
1986 – 1990

Admitted to practice law in Florida, Middle District of Florida, and U.S. Court of Appeals for the Eleventh Circuit.