



## **Environmentally Endangered Lands Program Procedures Committee Meeting**

February 14, 2025 Meeting Minutes FINAL

### **Attendance**

#### **PROCEDURES COMMITTEE (PC) MEMBERS**

Kim Zarillo, PC, Selection & Management Committee (SMC) Member

Richard Follet, PC, REAC Member

Diane Stees, PC

Sil Crespo, PC

#### **ENVIRONMENTALLY ENDANGERED LANDS (EEL) PROGRAM STAFF**

Mike Knight

Vanessa Bethauser

#### **GUESTS**

None

Protecting and Preserving Biological Diversity  
Through Responsible Stewardship of Brevard County's Natural Resources

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## Meeting Minutes

### CALL TO ORDER AND ROLL CALL

Sil Crespo called the meeting to order at 2:05pm.

### PUBLIC COMMENT

None

### AGENDA ITEM 1

#### **Overview of Selection and Management Committee (SMC) appointment process.**

Mike goes over a couple of pages from the EEL Land Acquisition Manual (LAM) explaining what the process is for recruiting, selecting, ranking, and appointing Selection and Management Committee (SMC) members.

We advertised for two weeks and received all applications. The Qualifying Committee (QC) completed the initial science applicants/nominees review and ranking process. They collectively reviewed and scored each applicant based on their level of experience and education. The QC assigned points based on background and availability following the requirements listed in the LAM.

The method of the initial ranking is that all applicants who meet the minimum qualifications as approved by the QC will be assigned 100 points. 5 additional points are assigned for each relevant graduate degree. And/or 2 additional points for each year up to 6 years for demonstrated professional expertise in biological or environmental sciences or a closely related conservation field.

We are looking to fill all seven science openings. Now that the initial ranking has been completed and the qualified applicants have been identified. The Procedures Committee (PC) will review the list of qualified applicants/nominees. PC will confirm or change the ranking scoring of qualified science applicants/nominees through majority vote. Only the qualified applicants/nominees will be on the final list. EEL staff will present the final list to BOCC for consideration.

### AGENDA ITEM 2

#### **Review and confirmation of initial ranking of SMC Science Applicants/Nominees by the Qualifying Committee**

The PC reviewed each applicant's education, relevant professional experience, and initial ranking score. They confirmed and/or changed the ranking scores by majority vote.

#### **Kathryn Becker**

The QC's initial ranking assigned a score of 117.

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[Review and confirmation of the assigned score.](#)

**The PC unanimously agrees with the score of 117 for Kathryn Becker.**

**James Burney**

The QC's initial ranking assigned a score of 117.

[Review and confirmation of the assigned score.](#)

**The PC unanimously agrees with the score of 117 for James Burney.**

**Maryann Civil**

The QC's initial ranking assigned a score of 117.

[Review and confirmation of the assigned score.](#)

**The PC unanimously agrees with the score of 117 for Maryann Civil.**

**Christopher O'Hara**

The QC's initial ranking assigned a score of 112.

[Review and confirmation of the assigned score.](#)

**The PC unanimously agrees with the score of 112 for Christopher O'Hara.**

**Paul Schmalzer**

The QC's initial ranking assigned a score of 122.

[Review and confirmation of the assigned score.](#)

**The PC unanimously agrees with the score of 122 for Paul Schmalzer.**

**Jon Shepard**

The QC's initial ranking assigned a score of 117.

[Review and confirmation of the assigned score.](#)

**The PC unanimously agrees with the score of 117 for Jon Shepard.**

**Kenneth Snyder**

The QC's initial ranking assigned a score of 117.

[Review and confirmation of the assigned score.](#)

**The PC unanimously agrees with the score of 117 for Kenneth Snyder.**

**Jennifer Thompson**

The QC's initial ranking assigned a score of 106.

[Review and confirmation of the assigned score.](#)

**The PC calls 3 in favor, 1 opposed. Majority agrees with the score of 106 for Jennifer Thompson.**

**Lisa Toland**

The QC's initial ranking assigned a score of 112.

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[Review and confirmation of the assigned score.](#)

**The PC unanimously agrees with the score of 112 for Lisa Toland.**

### **Jennifer White**

The QC's initial ranking assigned a score of 111.

[Review and confirmation of the assigned score.](#)

**The PC unanimously agrees with the score of 111 for Jennifer White.**

### **Carol Auer**

The QC's initial ranking assigned a score of 0.

[Review and confirmation of the assigned score.](#)

**The PC unanimously agrees with the score of 0 for Carol Auer.**

### **Jeff Eble**

The QC's initial ranking assigned a score of 0.

[Review and confirmation of the assigned score.](#)

**The PC unanimously disagrees with the score of 0 for Jeff Eble. The PC unanimously agrees to change and assign a score of 105 for Jeff Eble.**

### **Deborah Hestek**

The QC's initial ranking assigned a score of 0.

[Review and confirmation of the assigned score.](#)

**The PC unanimously agrees with the score of 0 for Deborah Hestek.**

### **Lorraine Koss**

The QC's initial ranking assigned a score of 0.

[Review and confirmation of the assigned score.](#)

**The PC unanimously agrees with the score of 0 for Lorraine Koss. The PC recommends she would be great asset to the Procedures Committee.**

### **Karen Weber**

The QC's initial ranking assigned a score of 0.

[Review and confirmation of the assigned score.](#)

**The PC unanimously agrees with the score of 0 for Karen Weber.**

Mike said the applicants that don't get appointed as a member or an alternate he will reach out to them and ask if they would like to serve on any of the other committees.



## MOTION 1

**Sil Crespo moved the motion the following applicants that made the qualified candidate list who have a score over 100 points are Kathryn Becker, James Burney, Maryann Civil, Jeff Eble, Christopher O'Hara, Paul Schmalzer, Jon Shephard, Kenneth Snyder, Jennifer Thompson, Lisa Toland, Jennifer White.**

**Kim Zarillo seconded the motion.**

**Motion carried unanimously.**

Mike explained what happens next is the Qualified Science Applicant list will be sent to the County Commission. EEL staff will make an agenda item for this. Each Commissioner will have the SMC Science Applicant Ranking sheet and do the final ranking. They will circle a score of 3, 2, or 1 for each applicant. The preferred ranked candidates have the higher number, 3 is most preferred and 1 is least preferred. EEL staff will collect the sheets from each of the 5 Commissioners. We will then add up the scores, whomever receives the highest 7 scores will be appointed as committee members. The next 2 highest will be the alternates. The Commissioners will do the same for the business applicants as a separate ranking sheet. Sil requested if the Committee could look at the business applicant sheet. While Mike was pulling up the business applicant sheet Sil asked when the next SMC meeting is. Vanessa replied April 16<sup>th</sup>. Diane asked does the Commission need to make a decision before the April 16<sup>th</sup> meeting. Mike replied, it will happen before that; however, even if it didn't the current members continue to serve until they're either replaced or reappointed. Mike presented the EEL SMC business, finance, or real estate applicant list. The applicants Olen Burden, Susan Christman, Jason Miller, Tara Miller, and Sandra Racicot. The committee doesn't rank them, it's up to the Board. Diane asked if the Commission put any limitations on how many years they can serve. Mike said yes, it's the same as the science members. Kim Zarillo added but they don't have to have the qualifications. Mike said correct we don't rank them, it's just up to the Board. The Board will do the same ranking process. They all seem like good candidates.

Mike let the Committee know we have the RFP going out for the acquisition contractor to spend the \$3 million that's designated for Land Acquisition. We have our selection review meeting on the 25th of this month. Once the contractor is on board Mike will be requesting the SMC to meet more often than quarterly.

Sil Crespo started the conversation with the Committee to keep Kim Zarillo attending the SMC meetings so she can represent the PC.



## MOTION 2

**Sil Crespo made a motion to have Kim Zarillo remain on the SMC representing the PC Committee.**

**Kim Zarillo abstained.**

**Diane Stees seconded the motion.**

**Motion carried unanimously.**

## PUBLIC COMMENT

None

## ADJOURNED

The meeting was adjourned at 2:55pm.