

SOUTHEAST FLORIDA REGIONAL PARTNERSHIP

To: Executive Committee AGENDA ITEM #5
From: SEFRP Staff
Date: March 30th Meeting
Subject: Proposed New Management Structure

Introduction

During the January 27th meeting of the Southeast Florida Regional Partnership's Executive Committee, staff was directed to hire a Project Director and appointed a three-person Committee to select and recommend a person to fulfill this task.

The Selection Committee conducted a series of interviews and recommended to re-structure Management and create two new and/or modified positions. The Committee additionally recommended personnel and consultants to fulfill the new and/or amended positions.

The proposed amendments to the Management Structure and personnel were presented to the Operations and Budget Subcommittee during a meeting held on March 23rd, 2012.

Proposed Management Structure

1. The Selection Committee proposed combining the two existing positions of Project Director and Program Manager into a single Project Director position. The proposed consolidation is geared at improved management and communication between the RPC's and the different stakeholders, and will effectively result in a cost savings to the Partnership.
2. In light of the Tasks performed by staff to Date, a new position described as Partnership Coordinator/HUD Point of Contact has been created, proposed to be filled by an SFRPC employee, and funded accordingly.
3. Job descriptions for both proposed positions and resumes for proposed staff and consultant are attached.
4. All other RPC staff, including the Executive Directors, will continue to be engaged in the project on an as-needed basis (i.e. either to perform specific tasks outlined in the Work

Plan or to assist with the coordination, management and execution of special meetings and events.)

Recommendation

The Operations Subcommittee approved the proposed management re-structuring and requested that resumes for the consultant and personnel proposed to fulfill the new job descriptions be added for consideration by the Executive Committee.

Staff recommends that the Executive Committee approve the amended Management Structure and accept the Selection Committee's recommendations to fulfill Project Director and Partnership Coordinator/HUD Point of Contact Positions as proposed.

Attachments.