



**VIA EMAIL**

**TO:** Sunny Larsen Sunny.Larsen@bakertilly.com; ssrfp@bakertilly.com  
Edward Williams Edward.Williams@bakertilly.com  
Anne Lewis Anne.Lewis@bakertilly.com; Cindy Simmons csimmons@bluearbor.com;  
Judy Schmittgens jschmittgens@govhrusa.com info@govhrusa.com; Tracy Boczkowski  
TracyB@helblingsearch.com; Kevin Burke kevin.burke@experis.com  
Sam Faragalla samf@seu-usa.com; Beth Barker bethbarker@bradburymiller.com  
Robert Neher robertneher@executivesearchneher.com  
Diana Haussmann apply@ralphandersen.com; Robert Slavin slavin@bellsouth.net  
Jay Reynolds jreynolds@wccstaffing.com; Brian Hare brianhare@bradburymiller.com  
Renade Grant renade@worksquare.com; Sherrill Uyeda suyeda@alliancerc.com  
Linda Kann lkann@alliancerc.com; David McDonald dmcDonald@alliancerc.com  
Blake Astran blake@adkexecutivesearch.com; Kim.Burgstrom@manpowergroup.com  
Karen Miller karenmiller@bradburymiller.com; NABids@manpowergroup.com

**FROM:** Natasha Terrell, HR Manager, Staffing, Human Resources Division

**NATASHA TERRELL** Digitally signed by  
NATASHA TERRELL  
Date: 2023.11.01  
15:32:10 -04'00'

**DATE:** November 1, 2023

**RE: Executive Professional Search Services - Request for Expression of Interest**

As a firm in Broward County’s Executive Search Resource Library, we are soliciting your firm’s interest in conducting the following Executive Search:

**Executive Director of Solid Waste Authority**

- Salary Range: To Be Determined
- Essential Duties (attached)

All-Inclusive Fee

\$ 34,500.00

If your firm is interested in conducting the above listed search, please express your interest by inserting your proposed **All-Inclusive Fee** as stated in the Agreement in the space provided above.

In addition, **please attach a list of the most recent relevant searches (include the date of each search listed)** conducted by your firm. This information will be considered along with the proposed fee and any other relevant information to determine the firm that meets the best interests of Broward County for this search.

To be considered for the above search, **the requested information must be received via email by 5:00pm EST on Monday, November 6, 2023, 2023 via email.** If you do not submit the requested information or do not respond by the deadline, we will assume your firm is not interested in this search. For any questions or clarifications, please do not hesitate to contact me.

Natasha Terrell, HR Manager, Staffing  
Human Resources Division  
115 S. Andrews Avenue – Room 508  
Fort Lauderdale, FL 33301  
Telephone: (954) 357-6298  
Email: [NTerrell@Broward.org](mailto:NTerrell@Broward.org)

**FIRM:** Sunshine Enterprise USA LLC **SIGNATURE** *Ravisa Hanna* **DATE:** 11/1/2023

# **Executive Director of Solid Waste Disposal and Recyclable Materials Processing Authority of Broward County**

## **The Solid Waste Authority**

The purpose of the Solid Waste Disposal and Recyclable Materials Processing Authority of Broward County (Solid Waste Authority) is to develop and implement a long-term, environmentally sustainable, transparent, innovative, and economically efficient plan and approach to disposal, reduction, recycling, and reuse of waste generated in Broward County.

The Solid Waste Authority will be overseen and managed by a Governing Board, Executive Committee, and the Executive Director. The Executive Committee may appoint or remove the Executive Director by majority vote.

## **The Position**

The Executive Director must be an employee of the Solid Waste Authority and while serving as Executive Director, must not be: (a) employed by any Party; (b) serving on the elected body of any Party; or (c) contracted to consult for or lobby on behalf of any Party.

The Executive Director serves as the chief executive officer of the Solid Waste Authority, is responsible for the operation of the Authority in accordance with the policies and decisions of the Governing Board and the Executive Committee, and, among such other duties as authorized by those policies and decisions, has the following specific duties and responsibilities:

Hire and manage a chief sustainability officer for the Authority or other such employee with similar responsibilities regardless of title.

Hire and manage other such employees as authorized by the Governing Board through its approval of the annual budget as being necessary for the operation of the Authority.

Oversee all personnel issues with employees of the Authority, including setting salaries and benefits, annual reviews, discipline, and termination.

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Serve as registered agent for all service of process on the Authority and execute documents on the Authority's behalf as authorized by the Governing Board.

Provide recommendations, assistance, and support as necessary for the Governing Board's adoption of a Master Plan.

Provide recommendations, assistance, and support as necessary for the Executive Committee's approvals of operational policies for the Authority and the annual plan of operations for the Authority.



## SAMPLE PROFILES AND OTHER MATERIALS

Recruiting materials including announcements, ad copy/placements, networking and invitation letters, research listings and e-mail contact lists, position profile, recruitment brochure, supplemental candidate questionnaires, evaluation/screening sheets, resume summary materials(minis), evaluation/reference reports etc are usual in our searches and are developed to fit the specific client and position. We consider some of these materials to be proprietary but will be happy to share some of the formats etc. in advance if we are selected.

The recruitment brochure almost always includes: a description of the Organization and Community; an overview of the position with duties and responsibilities, Issues, Challenges and Opportunities, Qualifications including education and experience, candidate expertise, management style and personal traits, Compensation, and the Application Process. The brochure also includes pictures of the Organization and Communities, the District Logo etc.

We also conduct media checks on candidates as well as education, license and certification checks on leading candidates/ finalists, being invited for interview. As previously mentioned we also arrange for a full and complete background check on the finalist(s) and have specific forms for education, certifying and licensing bodies, candidate signed release forms/ authorization forms etc.


Sample profiles of previously conducted searches are attached.

### Executive Search Recruited Positions

<p><b><u>Engineering /Public Works/Utilities</u></b>            City Engineer - PSTA March 2018            DOT Engineers - PSTA December 2017            Assistant City Engineer Director of Public Services Public - City of Lansing, MI June 2017            Solid Waste Works Director - Maryland May 2019            Public Works Assistant Director Water District Executive Director Water District - City of Lansing, MI Feb 2018            General Manager Planning &amp; Engineering Director - Clemson University Oct 2018            Director of Projects &amp; Engineering - City of Commerce City, CO Nov 2017            Engineering Project Manager - The City of Columbus Feb 2019            City Planner - City of Bernardo, CA Aug 2019            Chief Plant Operator - Marion County, IN Dec 2015</p>	<p><b><u>Administrative Services/Internal Services</u></b>            Administrative Services Director - County Carla July 2020            Manager of Town Services Management Assistant- The Town of Elkton August 2018 Chief Performance Officer - City of Santa Monica June 2019            Human Resources/Civil Services Director - City of Ann Arbor Oct 2019            Director of Human Resources &amp; Risk Management Intergovernmental Services Manager - County of Sonoma June 2019            Fleet Equipment Services Manager - Middlesex Corp. July 2018            Arts Director - Mass. Cultural Council Jan 2020</p>
<p><b><u>Development Services</u></b>            Community Development Director- Los Angeles County, CA Nov 2017            Manager Development Services Director - Denton County, TX Aug 208            Deputy Director of Development Services Tourism and Community Development Director - City of Bloomington, IL Aug 2019</p>	<p><b><u>Construction</u></b>            Field Engineers - Middlesex Corp. Jan 2020            Project Engineers - Superior Const. Aug. 2020            Project Schedulers (Primavera Project Managers - Middlesex Corp. Dec 2019            Project Executive - Middlesex Corp. March 2020            Project Superintendent - Pepper Contracting Jan 19            Resident Engineers - Prince Contracting Nov 2018            Cost Engineers - Superior Const. July 2020</p>
<p><b><u>Information Technology</u></b>            IT Director - Littleton, MA Dec 2019            IT Manager - Middlesex County Nov 2018            IT Manager (Police Department) - City of Lighthouse Point March 2018            IT Developer - Goochland County March 2018            GIS Manager - Town of Hilton Head Island- Sept 2018            Senior Software Developer - The Port Authority of NY &amp; NJ March 2019</p>	<p><b><u>Accounting/Safety/EMS/Emergency Management</u></b>            Emergency Management Coordinator EMS - Executive Director City of Lighthouse Point July 18            Director of Safety - Superior Const. Aug 2020            Safety Manager - Middlesex Cor[. Dec 2019 Finance Controller/Auditor/Comptroller Senior Accountant Budget Officer - Maryland State Department of Education March 2018            Chief Accounting Officer - Middlesex Corp. Nov 19</p>

 **Email**  
 info@seu-usa.com

 **Phone**  
 407-636-2982

 **Address**  
 500 Winderley Pl., St 218,  
 Maitland, FL 32751