***BOB THOMAS – FASD PROJECT***

FASD - NEWLY-ELECTED COMMISSIONERS

I. Decision to file & run for office.

A. Identify your reasons for running. 1. To pursue an objective or goal? 2. For altruistic reasons? 3. To promote or counter an issue?

B. Educate yourself. 1. Attend every meeting possible; listen, learn and don't necessarily sell your position. 2. Read!!

II. Once elected, visit any pertinent venues.

A. Spend time learning the nuts and bolts.

B. Talk to personnel for the pros and cons. 1. Let the employees do the talking. 2. Deal with realistic issues; be objective, separate the wheat from the chaff.

C. You are not anointed - earn any respect you think you are due.

III. Acquaint yourself with Robert's Rules of Order.

A. It is a guide to allow all to contribute in an organized manner.

B. Learn the basics. 1. The 13 motions and their order. 2. Privileged vs. subsidiary and why. 3. Undebatable vs. debatable.

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IV. We aren't CPA's, but acquaint yourself with financial sheets.

A. Income & expense, budget documents.

B. Be aware of the types of reporting - line items, PPP.

V. Strategic planning and budgeting.

A. There is no single method.

B. SWOT - Peter Drucker's (economist) methodology of filtering. 1. Strengths 2. Weaknesses 3. Opportunities 4. Threats

C. Budget is driven by the Strategic Plan 1. Vision and mission statement- one sentence/where you want to be. 2. How do you get there. 3. 5-8 steps/goals to achieve mission with timelines. Be very specific. 4. Budget goals and timeframes from strategies. 5. Get the ego out of the equation and be pragmatic. 6. At least annually, review the Strategic Plan and change as necessary.

VI. Ethical Responsibilities

A. Would you be offered that if you weren't in the position/office you occupy? 1. If you are not honest with yourself, you can't be honest with others. 2. Consider intent and apply common sense.

B. Sunshine Laws

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VII. Public Relations and Information

A. Don't lie to the media - know your "stuff."

B. Keep emails separate from personal.

C. Blind copy to prevent a "Reply to all."

VIII. Project Management

A. Key members

B. Project overview

C. Critical path analysis

D. Gantt Chart

IX. Procurement and Intergovernmental Agreements

A. NIGP - Code of Ethics (Institute for Public Procurement)

B. RFI - Request for Information ITB - Invitation to Bid RFP - Request for Proposals ITN - Invitation to Negotiate

C. Single source/sole source

D. Reverse auction

E. Risk Management - DON'T "Assume Liability."

F. FAPPO 1. Florida Association of Public Purchasing Officers 2. Monroe County Sheriff's Contract 3