

## **RFI 25-590, Land Use Hearing Officers**

Interview Meeting Minutes

Wednesday, October 22, 2025

### **Selection Committee Members:**

Benjamin Dunn, Assistant County Manager

John Bohde, Land Development Director

Sandra Howard, Deputy County Attorney

### **Staff:**

Tabatha Shirah, Senior Procurement Analyst

Jason Flucker-Williams, Procurement Analyst

Noah Milov, Assistant County Attorney

### **Others:**

Janet A. McDonald

Seth B. Claytor

The Committee had a brief meeting beginning at 9:00 a.m. This meeting was open to the public.

Interviews convened at approximately 9:05 a.m. All Committee members were present. Interviews were conducted alphabetically. The interviews ended at approximately 9:40 a.m.

After the Interview, the Selection Committee meeting became open to the public at 9:40 a.m. The Committee members then ranked the applicants from one to two with a ranking of one for the Applicant deemed to be the most highly qualified to perform the required services. The following are the applicants interviewed and their final ranking by the Committee:

| <b>Applicant</b>  | <b>City</b>  | <b>Rank</b> |
|-------------------|--------------|-------------|
| Janet A. McDonald | Lakeland, FL | 1           |
| Seth B. Claytor   | Bartow, FL   | 2           |

Discussion followed to determine the number of Land Use Hearing Officers the County will need. The consensus was to appoint two (2) Land Use Hearing Officers. The two highest-ranked applicants will rotate monthly, alternating hearing assignments. They will also handle appeals on a rotational basis and/or serve as alternates in the event of a conflict or other circumstance preventing attendance at their scheduled hearing.

The Committee members collectively agreed to negotiate with the two (2) highest-ranked applicants and will request final Board approval for agreements with all applicants who were interviewed. The meeting was adjourned at approximately 9:50 a.m.

Respectfully submitted,  
Tabatha Shirah, Senior Procurement Analyst