



AGENDA Public Policy & Administration Advisory Committee

Meeting: November 9, 2021 - Virtual

Members Present: Brian Aungst, Peter Cavalli, Donald Hall, Chris Harper, Dina Hyson, Jeff Kronschnabl, Jim Olliver, Robert Pergolizzi, Elizabeth Van Scoyoc, and Mike Waters

Members Excused: Joseph Benavides, John Daly, Susan Demers, Frank Edmunds, Djuan Fox, Harry Gross, Ed Hooper, Russ Kimball, Micah Maxwell, Rafael Murga, Amy Shafran, James Steffens, John Tuthill, Nicholas Zoller

Students Present: Thor Beem, Donald Blake, Petra Chalachanova, Chris Duggan, John Estok, Sean Haydon, Lemonteh Horne, James Johnson, Jamie Kurmas, Tony Stillo, QT Stone, Meghan Vaughan, Jonathan Velez, and Shakila Waters.

Call to order: 5:04 p.m.

Welcome – Professor Jeff Kronschnabl
Pledge of Allegiance, Lemonteh Horne

Previous Minutes Approved:

Motion by: Jim Olliver

Second by: Donald Hall and Robert Pergolizzi (unanimously approved by board)

2021-22 Current Initiatives:

- New committee member announcement, Mr. Peter Cavalli – Town Manager of Kenneth City
- The following Public Policy and Administration Advisory Committee Members introduced themselves: Peter Cavalli, Dina Hyson, Jim Olliver, Mike Waters, Donald Hall, Robert Pergolizzi, Chris Harper, Elizabeth Van Scoyoc, and Brian Aungst
- The following SPC-ICMA (International City/County Management Association) Executive Board members introduced themselves: Donald Blake - President, Tony Stillo – Vice President, and Lemonteh Horne – Treasurer
- Students in attendance introduced themselves.

- Professor Kronschnabl provided a brief overview of our Fall 2021 Capstone projects.

Topics include:

- Resource guide for special needs adults
- Procedure manual for Vernis & Bowling Law Firm
- Feasibility study into the planning and implementation of a wayfinding project for Deerwood Garden Condominiums
- Collaboration project with Saint Petersburg College, the City of St. Petersburg and Community Partners on creating a public food forest garden
- Solar energy grant program for the City of Pinellas Park, Fl.
- Resource guide for parents on primary schools in North Pinellas County
- Policies and procedure manual for campaign managers
- Feasibility study on a water reclamation expansion for the North Kenwood Community in St. Petersburg, Fl.
- After-school leadership program for middle school students (C.L.A.S.S.) – Community Leadership Assistance for Student Success (Seminole H.S.)
- Feasibility study on the planning and implementation of standard operating procedures for mediation within the Florida Peninsula/Edison Insurance Company

Open discussion with advisory committee members from our recent Advisory Committee

Summit:

- **The goal of the discussion is to create an “essential functions” checklist for students of what employers are looking for in prospective public sector employees.**
- **1) Desired soft skills public sector employers are looking for include:**
Responsiveness, work ethic, document one’s assumptions and reasoning for why one recommends a course of action, ability to write reports clearly, ability to speak in public and get one’s point across clearly, critical thinking, problem solving, customer service, preparedness, attention to detail, thoroughness, proofreading, people who are interested in careers (not just a job) – stick with it and grow your reputation as a reliable employee and public service professional. Communication, communication, communication.

- **2) Education and experience employers require from applicants:** minimum of a bachelor's degree, knowledge of how municipalities work together, participation in professional organizations, involvement in government whether via volunteerism or interning.
- **3) Ways to improve one's chances of landing an interview:** investigate and research the position one applies for, continuous employment (no job jumping/hopping or a lapse in employment), responsiveness to e-mail and phone inquiries, invest in your resume, include pertinent points, and take the time to get feedback from others, experience can include skills learned outside of employment like one's education or Capstone project, do not become discouraged – maintain a positive attitude.

Discussion with SPC-ICMA Executive Board members on:

- **Why they joined ICMA:** to join an organization to be a catalyst for positive change for others, to learn skills pertinent to the organization, build upon the legacy of our chapter.
- **How has joining ICMA benefited them?** Mentorship and resources
- **What have they learned as a result of their membership?** Learning about myself and becoming comfortable with interacting with my peers.

Advisory committee members and SPC-ICMA student chapter members answered a variety of questions from students.

Closing Remarks

- **PPA Advisory Committee: Discussion on "Ways to Engage" to impact student success, Advisory Committee Packet, and video from SPC President Tonjua Williams**

Adjournment: 6:20 p.m.

2021-22 Meetings:

- To be announced

Public Policy & Administration Advisory Committee Mission Statement

Part I - To develop, maintain, and incorporate the best practices of theory and real-world applications enabling the committee members to understand and disseminate the importance of public policy and to administer the program fairly, consistently, and impartially.

Part II –To work together through education, communication, and cooperation, to create a framework of major learning objectives that demonstrate the required need for critical thinking, sound decision making, and problem solving techniques commensurate with the myriad of issues relating to government practices, organizational culture and community interaction.

Part III – To measure the success of the committee through the demonstrated ability of the students to effectively organize, communicate, implement, and execute major learning objectives delineated within the curriculum of the Public Policy and Administration Program