

**Thurston Regional Planning Council**  
**Executive Director Recruitment Subcommittee**  
October 24, 2016 – 9:00- 10:00 am  
2424 Heritage Court SW, Suite A  
Olympia, WA 98502

- |   |                                |
|---|--------------------------------|
| <b>1. Approval of Agenda</b>                        | <b>ACTION</b>                  |
| <b>2. Approval of Meeting Minutes (attachments)</b> | <b>ACTION</b>                  |
| <b>3. Finalize Candidate Profile</b>                | <b>DISCUSSION /<br/>ACTION</b> |
| <b>4. Outreach Update</b>                           | <b>DISCUSSION</b>              |
| <b>5. Adjourn</b>                                   |                                |

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## MINUTES

### THURSTON REGIONAL PLANNING COUNCIL - Exec Director Recruitment Committee

#### Consultant Interviews

Monday, August 29, 2016

8:30 am – 12:30 pm

2424 Heritage Court SW, Suite A  
Conference Room A, 1<sup>st</sup> Floor  
Olympia, WA 98502

#### CALL TO ORDER

Chair Virgil Clarkson called the meeting to order at 8:31 a.m.

#### ATTENDANCE

**Members Present:**

Virgil Clarkson  
Karen Messmer  
Sandra Romero  
Tom Oliva  
Alan Vanell  
Cynthia Pratt  
Everett Gage  
Michael Cade  
Nathaniel Jones

**Members Absent:**

Bill McGregor

**Staff Present:**

Veena Tabbutt  
Sarah Selstrom

**Others Present:**

Greg Prothman  
Steve Worthington  
Dennis Karras  
Marissa Karras

#### OPENING REMARKS

Chair Clarkson provided opening remarks.

#### PRE-INTERVIEW PREPARATION

Committee members Messmer, Jones, and Clarkson reported to the committee the results of their reference calls.

The schedule for the day was discussed.

#### CONSULTANT INTERVIEWS

The committee conducted interviews of Greg Prothman and Steve Worthington of the Prothman Company, and Dennis and Marissa Karras of Karras Consulting.

#### DEBRIEF – CONSULTANT SELECTION

The committee debriefed after interviewing both firms and reached a decision on which to hire.

***Councilmember Oliva moved, seconded by councilmember Gage, that Thurston Regional Planning Council hire Karras Consulting as the search recruiter. Motion carried unanimously.***

Interim Executive Director Tabbutt will contact both firms with the results and will begin contract negotiations with Karras Consulting.

#### ADJOURN

Meeting was adjourned at 12:25 p.m.

## **MINUTES**

### **THURSTON REGIONAL PLANNING COUNCIL - Exec Director Recruitment Committee Wednesday, September 21, 2016 2:00 – 3:30 pm**

2424 Heritage Court SW, Suite A  
Conference Room A, 1<sup>st</sup> Floor  
Olympia, WA 98502

#### **CALL TO ORDER**

Chair Virgil Clarkson called the meeting to order at 2:01 p.m.

#### **ATTENDANCE**

##### **Members Present:**

Virgil Clarkson  
Karen Messmer  
Sandra Romero  
Bill McGregor  
Tom Oliva  
Alan Vanell  
Cynthia Pratt  
Everett Gage

##### **Members Absent:**

Michael Cade  
Nathaniel Jones

##### **Staff Present:**

Veena Tabbutt  
Sarah Selstrom

##### **Others Present:**

Dennis Karras  
Marissa Karras

#### **OPENING REMARKS**

Chair Clarkson provided opening remarks. All those present provided self-introductions. Interim Executive Director reviewed meeting materials.

#### **SUGGESTED RECRUITMENT TIMELINE & WORK PLAN**

Marissa Karras, Karras Consulting, reviewed the draft timeline for the recruitment. Ms. Karras indicated they have started on preliminary work, based on information sent to them from TRPC staff. That work will continue through the end of the month. The committee will receive from Karras a candidate profile, job announcement an advertising plan and revised work plan for approval. She explained that their networking would begin immediately following finalization of the job announcement – in late-September/early-October. The committee agreed to meet again in October to finalize and approve the candidate profile.

Ms. Karras indicated the committee would likely need to meet twice in November – the first to review candidates and develop interview questions, followed in late November by a second to conduct preliminary interviews. Comprehensive background checks will be conducted by Karras following selection of semi-finalists. The hope is to conduct final interviews in mid-December.

#### **CANDIDATE PROFILE**

Dennis Karras introduced a discussion of the qualities, skills and abilities the committee would like to see in an executive director. Committee members expressed their ideas. Mr. Karras indicated the information shared, along with information gleaned from talking to staff and other stakeholders, would be used to draft a candidate profile – which applicants can be measured against.

#### **STAKEHOLDER OUTREACH**

Mr. Karras asked for input from the committee on who should be included as stakeholders – for developing the candidate profile and for possible inclusion in the interview process. Ms. Karras indicated that they would report back to the committee what they hear.

**INTERVIEW PROCESS & NARROWING OF CANDIDATE POOL**

There was discussion about what the interview process might look and how the candidate pool will be narrowed. Mr. Karras explained that they will interview candidates they feel qualify for the position and present that narrowed list to the committee, but the committee will receive information on everyone who applies. If there is a candidate the committee feels should be interviewed but hasn't been, Karras will follow committee instruction. As the pool is narrowed, extensive background checks will be done on those who have made the cut.

The committee discussed what their vision of the final interview process looks like. Karras recommended a forum-centered process rather than panels. The possibility of having candidates make a presentation was discussed.

Mr. Karras reviewed their strategy for advertising, and the sorts of outlets they use in announcing the job opening.

**ADJOURN**

Meeting was adjourned at 12:25 p.m.