

**Thurston Regional Planning Council
Executive Director Recruitment Subcommittee**
November 30, 2016 – 11:30am – 1:00pm
2424 Heritage Court SW, Suite A
Olympia, WA 98502

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|---|---------------------------|
| 1. Approval of Agenda | ACTION |
| 2. Approval of Meeting Minutes (Attachments) | ACTION |
| 3. Pre-discussion Preparation | INFORMATION |
| 4. EXECUTIVE SESSION: Candidate Review | CLOSED
SESSION |
| 5. Next Steps | INFORMATION |
| 6. Adjourn | |

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MINUTES

THURSTON REGIONAL PLANNING COUNCIL - Exec Director Recruitment Committee

Wednesday, August 12, 2016

1:00 – 2:00 pm

2424 Heritage Court SW, Suite A
Conference Room A, 1st Floor
Olympia, WA 98502

CALL TO ORDER

Chair Virgil Clarkson called the meeting to order at 1:05 p.m.

ATTENDANCE

Members Present:

Virgil Clarkson
Karen Messmer
Sandra Romero
Tom Oliva
Alan Vanell
Cynthia Pratt
Bill McGregor
Nathaniel Jones

Members Absent:

Everett Gage
Michael Cade

Staff Present:

Veena Tabbutt
Sarah Selstrom

APPROVAL OF AGENDA

Councilmember Oliva moved, seconded by Councilmember Pratt, to approve the agenda. Motion carried unanimously.

APPROVAL OF MINUTES

Councilmember Oliva moved, seconded by Councilmember Romero, to approve the minutes of June 15, 2016. Motion carried unanimously.

OPENING REMARKS

Chair Clarkson provided opening remarks.

RFQ/RFP REVIEW

The Committee reviewed the five consultant proposals received as a result of the RFP/RFQ issued in July, seeking proposals/qualifications for Executive Director Recruitment.

The Committee selected two firms to interview – Karras Consulting and The Prothman Company.

CONSULTANT INTERVIEW PREPARATION

Interim Executive Director Tabbutt presented a draft list of questions to be used during consultant interviews. The Committee reviewed, updated, and finalized the questions to be used for both firms. Ms. Tabbutt indicated that an updated file would be distributed to the committee prior to the interviews.

Committee members felt it was important, in order to expedite the selection process, to conduct reference checks on both firms prior to interviews. Committee members Messmer, Jones, and Clarkson volunteered to each call one reference for each firm – resulting in three references for each firm.

The interviews date was set for Monday, August 28th. Staff will contact the consultants to schedule times.

ADJOURN

Meeting was adjourned at 2:10 p.m.

MINUTES

THURSTON REGIONAL PLANNING COUNCIL - Exec Director Recruitment Committee

Monday, October 24, 2016

9:00 – 10:00 am

2424 Heritage Court SW, Suite A
Conference Room A, 1st Floor
Olympia, WA 98502

CALL TO ORDER

Chair Virgil Clarkson called the meeting to order at 9:00 am.

ATTENDANCE

Members Present:

Virgil Clarkson
Michael Cade
Cynthia Pratt
Karen Messmer
Tom Oliva

Members Absent:

Nathaniel Jones
Sandra Romero
Bill McGregor
Alan Vanell
Everett Gage

Staff Present:

Veena Tabbutt
Sarah Selstrom

Others Present:

Dennis Karras
Marissa Karras

INTRODUCTIONS

All present provided self-introductions.

APPROVAL OF AGENDA

Councilmember Pratt moved, seconded by Councilmember Oliva, to approve the agenda as presented. Motion carried unanimously.

APPROVAL OF MINUTES

Councilmember Messmer moved, seconded by Councilmember Oliva, to approve the minutes of August 29, 2016. Motion carried unanimously.

Councilmember Oliva moved, seconded by Councilmember Messmer, to approve the minutes of September 21, 2016. Motion carried unanimously.

FINALIZE CANDIDATE PROFILE

Marissa Karras and Dennis Karras, Karras Consulting, summarized stakeholder outreach and the draft candidate profile developed from committee, staff and stakeholder outreach. The committee offered additional comments.

OUTREACH UPDATE

Ms. Karras and Mr. Karras updated the committee and what has been done to date in outreach efforts. Mr. Karras indicated there have been about a dozen applications received thus far. Councilmember Oliva asked whether there should be further effort put into advertising. Both Ms. Karras and Mr. Karras indicated that in their experience the final candidates are ones that are contacted directly and not those that submit an application themselves. They indicated they were comfortable with the plan as it stands.

NEXT STEPS

Ms. Karras explained that there would need to be a committee meeting mid- to late-November, following closing of the announcement, for semi-finalist selection. Then, in mid-December the committee will conduct semi-finalist interviews – in person for local candidates and via Skype for any out of the area.

Interim Executive Director Veena Tabbutt reported to the committee that she would be on vacation for the month of December and asked how the committee would like to handle her absence. It was decided that Senior Planner Holly Gilbert would fill in while she is gone.

It was decided after discussion that panels/forums would be conducted on Thursday, January 5th and the final interviews by the whole Council will be conducted on Friday, January 6th, at the regularly scheduled Council meeting. The meeting will be extended to four hours – 8:00 am to 12:00 pm.

Ms. Karras and Mr. Karras will attend the December Council meeting to provide an update to the full Council and to discuss what the panel and interview process will look like.

ADJOURN

Meeting was adjourned at 10:15 am.