

## 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, 1<sup>st</sup> 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 28<sup>th</sup>. Staff will contact the consultants to schedule times.

#### ADJOURN

Meeting was adjourned at 2:10 p.m.