

Thurston Regional Planning Council
Executive Director Recruitment Committee
August 12, 2016 – 1:00 – 3:00 pm
2424 Heritage Court SW, Suite A
Olympia, WA 98502

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|-------------------------------------|----------------|
| 1. Approval of Agenda | Chair Clarkson |
| 2. Approval of Minutes (Attachment) | |
| 3. Opening Remarks | Chair Clarkson |
| 4. RFQ/RFP Review (Attachment) | Veena Tabbutt |
| 5. Consultant Interview Preparation | Veena Tabbutt |

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MINUTES

THURSTON REGIONAL PLANNING COUNCIL - Exec Director Recruitment Committee

Wednesday, June 15, 2016

12:00 – 1:30 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 12:05 p.m.

ATTENDANCE

Members Present:

Virgil Clarkson
Cynthia Pratt
Tom Oliva
Sandra Romero
Michael Cade
Alan Vanell
Nathaniel Jones

Members Absent:

Bill McGregor
Everett Gage
Karen Messmer

Staff Present:

Lon Wyrick
Veena Tabbutt
Sarah Selstrom

APPROVAL OF AGENDA

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

SALARY SURVEY

Executive Director Wyrick briefed the committee on the process and results of the salary survey. He explained that he conducted the survey via email, requesting salary information from the directors of other regional councils in the state. The average, excluding the high and low, is \$114,248. Executive Director Wyrick recommended the salary range, for advertising purposes, be \$110,000-\$120,000. Further discussion included the possibility of merit pay and a cost of living adjustment.

Councilmember Oliva moved, seconded by Councilmember Jones, that a recommendation go to the full Council stating that the position be advertised with a starting salary range of \$110,000-\$120,000 and be eligible for merit pay. Motion carried unanimously.

JOB DESCRIPTION

Veena Tabbutt, Research and Data Director, reviewed the job description and presented Councilmember Messmer's comments, which suggested removing the language about lifting. Director Tabbutt indicated that Deputy Director Burbidge was looking in to whether there would be any legal issues with removing it or making it less specific. Also, language will be added indicating the position could include attendance at outside community meetings in the evening and on weekends.

The committee discussed whether language about travel should be included in the job description. There was consensus that "some travel may be required" be added. Councilmember Romero questioned the language about representing the agency to local, state and federal agencies. She suggested a more direct statement be used indicating that the position represents the Council, not an individual. It was agreed to restructure the sentence to read, "Promotes the Council's mission and vision through involvement in local, state, and federal...".

Councilmember Cade indicated that the minimum experience language should be stronger, especially in light of the work done leveraging resources for grants and programs. There was consensus that language be added to the minimum experience section stating “demonstrated history of grant preparation and oversight, and leveraging new resources.”

The committee agreed there should be language added regarding knowledge of tribal relations, and experience working with military communities. Councilmember Oliva indicated that the minimum for supervisory experience should be changed to represent the professional level of the staff being supervised. Language was suggested to read, “Four years of successful experience managing and leading high-performing professionals.”

Councilmember Romero suggested removing the word “prime” from the last bullet under Knowledge and Abilities, indicating that it possibly excludes other members or staff from serving as a spokesperson.

Councilmember Jones moved, seconded by Councilmember Oliva, that the Job Description, as amended, be forwarded to the full Council for approval. Motion carried unanimously.

DRAFT REQUEST FOR QUALIFICATIONS/PROPOSALS

Director Tabbutt reviewed the proposed schedule for release of the RFQ/RFP, evaluation of proposals and consultant interviews.

Director Tabbutt asked for committee input regarding Councilmember Messmer’s suggested edits to the RFQ – the first of which was whether to change the work completed date from the end of January to mid-December. It was agreed to change the timeline to reflect work completed by the end of December, 2016.

Councilmember Messmer suggested language be added indicating the consultant will make recommendations on the process, interviews and events, but that the committee will make the decisions about those parts of the process. It was agreed that change be made.

Councilmember Oliva suggested specifically indicating in Section VII that proposals not be submitted in binders, in the interest of sustainability, and that they be prepared and submitted at the consultant’s sole expense. It was also suggested that along with the 13 paper copies of submittals, the proposals be submitted on a CD or thumb drive.

Councilmember Oliva suggested changing language in Section X to indicate a deadline for written inquiries to TRPC, to eliminate last minute questions. The committee agreed 72 hours would be sufficient.

Director Tabbutt reviewed next steps. The suggested changes will be made to the RFQ and it will be included with the staff report to Council, along with the list of firms it will be sent directly to. Council does not need to take action on it specifically as that authority was granted the subcommittee at the last Council meeting. The RFQ will be issued following Council approval of the job description and salary range.

Councilmember Oliva suggested changing the title of the RFQ. It was agreed the title would be changed to “Consultant for Executive Director Recruitment”

Councilmember Romero suggested something be added to the job description indicating “experience with conflict resolution”. The committee agreed that language should be added.

EXECUTIVE SESSION – Interim Director

Chair Clarkson recessed the meeting to executive session for discussion of appointment of an Interim Director.



MEMBERS

- City of Lacey
- City of Olympia
- City of Rainier
- City of Tenino
- City of Tumwater
- City of Yelm
- Confederated Tribes of the Chehalis Reservation
- Nisqually Indian Tribe
- Town of Bucoda
- Thurston County
- North Thurston Public Schools
- Olympia School District
- Intercity Transit
- LOTT Clean Water Alliance
- Port of Olympia
- PUD No. 1 of Thurston County

ASSOCIATE MEMBERS

- Lacey Fire District #3
- Puget Sound Regional Council
- The Evergreen State College
- Thurston Economic Development Council
- Timberland Regional Library

MEMORANDUM

TO: Thurston Regional Planning Council
Executive Director Recruitment Subcommittee

FROM: Veena Tabbutt, ^{VMT} Interim Executive Director

DATE: August 4, 2016

SUBJECT: Consultant Selection Process

PURPOSE

To review request for proposals/qualifications materials and select consultant teams for interviews.

Summary:

- Proposals for the Executive Director recruitment process were sent to you on July 19, 2016, along with a scoresheet.
- Please bring the proposals and scoresheet with you to the subcommittee meeting.
- You will select consultant firms to interview.
- You will discuss interview questions and the interview process.
- Consultant interviews will be scheduled for Monday August 29, 2016.

ACTION

Select firms to interview and interview questions.



Veena Tabbutt
Interim Executive Director

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