

***** UPDATED AGENDA *****

Thurston Regional Planning Council
Executive Director Recruitment Subcommittee – Semi-Finalist Interviews
December 12, 2016 – 9:00am – 4:15pm
2424 Heritage Court SW, Suite A
Olympia, WA 98502

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|------------------------|--|-----------------------|
| 1. 9:00 | Approval of Agenda | ACTION |
| 2. 9:05 | Approval of Meeting Minutes (Attachments) | ACTION |
| 3. 9:05 – 9:20 | Pre-interview Orientation | INFORMATION |
| 4. 9:20 – 12:15 | EXECUTIVE SESSION: Candidate Interviews | CLOSED SESSION |
| 12:15 – 12:45 | LUNCH | |
| 5. 12:45 – 4:15 | EXECUTIVE SESSION: Candidate Interviews | CLOSED SESSION |
| 6. 4:15 | RECONVENE –Candidate Selections | ACTION |
| 6. 4:15 | Adjourn | |

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MINUTES

THURSTON REGIONAL PLANNING COUNCIL - Exec Director Recruitment Committee
Wednesday, November 30, 2016
11:30am – 1:00pm

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 11:30 am.

ATTENDANCE

Members Present:

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

Members Absent:

Cynthia Pratt
Bill McGregor

Staff Present:

Veena Tabbutt
Sarah Selstrom
Holly Gilbert

Others Present:

Dennis Karras
Marissa Karras

INTRODUCTIONS

All present provided self-introductions.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Councilmember Oliva moved, seconded by Councilmember Messmer, to approve the minutes of August 12, 2016 and October 24, 2016. Motion carried unanimously.

PRE-DISCUSSION PREPARATION

Marissa Karras and Dennis Karras, Karras Consulting, summarized recruitment activities to date – including number of applicants and some demographics of applicants.

EXECUTIVE SESSION – CANDIDATE REVIEW

Chair Clarkson recessed the meeting to executive session at 11:42 am, to discuss a personnel issue, the review of candidates for the executive director position.

RECONVENE

Chair Clarkson reconvened the meeting at 12:35 pm.

NEXT STEPS

Mr. Karras indicated that he would be attending the Thurston Regional Planning Council on December 2nd, to brief the Council on the status of the recruitment and to share the plans for semi-finalist interviews, stakeholder panel interviews, and final Council interviews.

There was discussion about how the stakeholder panels would work, who would be invited, and how their input would be collected. It was decided that the staff panel would be conducted on the afternoon of January 5, 2016, followed by the stakeholder panel in the late afternoon/early evening. Mr. Karras explained that participants would be provided an input form and those would be collected and reported to the Council following their interviews on January 6th.

ADJOURN

Meeting was adjourned at 12:48 pm.