

## 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, 1<sup>st</sup> 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 5<sup>th</sup> and the final interviews by the whole Council will be conducted on Friday, January 6<sup>th</sup>, 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.