

## 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, 1<sup>st</sup> 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 2<sup>nd</sup>, 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 6<sup>th</sup>.

### ADJOURN

Meeting was adjourned at 12:48 pm.