



Executive Director Hiring Committee Amended Meeting Agenda

Date: Wednesday, September 27th, 2017

Time: 3:30 p.m. – 4:30 p.m.

Location: Goodwin Library (Economy Building)

Committee Members: Rico Quirindongo (Chair), Matt Hanna, Gloria Skouge, Colleen Bowman, Jim Savitt, Mark Brady

3:00pm	I. Administrative	Chair
	A. Approval of Agenda	
	B. Approval of the September 13 th , 2017 Executive Director Hiring Committee Meeting Minutes	

3:05pm	II. Announcements and or Community Comments	
---------------	--	--

3:10pm	III. Review Position Specification Draft	Chair
---------------	---	--------------

3:55pm	IV. Community Comments	
---------------	-------------------------------	--

4:00pm	V. Adjournment	Chair
---------------	-----------------------	--------------



Executive Director Hiring Committee Meeting Minutes

Wednesday, September 13, 2017

3:00 p.m. to 4:00 p.m.

Goodwin Library

Committee Members Present: Rico Quirindongo (Chair), Gloria Skouge, Mark Brady, Colleen Bowman, Jim Savitt, Matt Hanna

Other Council Members Present:

Staff/ Consultants Present: Scott Rabinowitz, Karin Moughamer

Others Present: Howard Aller, Bob Messina, Joan Paulson

The meeting was called to order at 3:03 pm by Rico Quirindongo, Chair.

I. Administration

A. Approval of the Agenda

*Rico Quirindongo asked to move the Timeline Revision conversation to 3:05-3:15 pm.
The agenda was approved by acclamation as amended.*

B. Approval of the September 6th, 2017 Executive Director Hiring Committee Meeting Minutes

The September 6th, 2017 Minutes were approved by acclamation.

II. Announcements and Community Comments

Howard Aller referenced the job description documents used seven years ago and suggested HFH use the definition that the Market is a government agency, non-profit that runs a mall and add to it wording aimed at preservation and protection of the Market. Howard also pointed out the Market Historic District is a little over 9 acres rather than the 7 listed on previous job descriptions.

III. Review Timeline Revisions

Rico Quirindongo started by providing a moment for Councilmembers to review the revised timeline. He noted that Councilmembers are in the process of providing HFH stakeholder names and contact information.

Matt Hanna suggested having the draft Position Specification delivered by September 26th in order to have it available for Committee review on September 27th and Council review on September 28th. Scott Rabinowitz said he can do this and there was a discussion that followed on the schedule for presenting the position statement to Committee and to Council and how best to solicit feedback.

Matt Hanna agreed with Rico Quirindongo that the draft Position Statement can be emailed to all Council on September 26th, the Committee discusses on the 27th and at full Council on the 28th the topic is discussed with an invitation to provide more detail by October 2nd.

Rico Quirindongo continued to clarify the schedule noting feedback on the position statement is open until October 2, a formatted draft position statement is provided to the Committee by email on October 3rd and is discussed at the Committee meeting on October 4th for approval. Rico continued to outline the schedule noting the following changes: position specification draft delivered on September 26th, addition of the September 27th Hiring Committee Meeting, addition of full council meeting on September 28th, which HFH should attend, and the final formatted draft position statement delivered on October 3rd.

Matt Hanna asked if Committee Meetings needed to take place on October 11th and 18th. A conversation continued with Rico Quirindongo suggesting it could be an opportunity to hear feedback from the community on the position statement and applicants to date. It was recommend the Committee hold those dates on the calendar.

Rico Quirindongo asked if the discussion of semi-finalists could take place during the November 1st Council retreat. Matt Hanna suggested holding two hours on the retreat agenda for review of semi-finalists. Jim Savitt and Matt Hanna asked for clarification on the semi-finalist review process as it might not take two hours to discuss.

Scott Rabinowitz stated the semi-finalist resumes, roughly 10-12, would be provided to the Committee one week in advance (October 20) and that number would be narrowed down to 5-6 candidates at the October 25th meeting. Jim Savitt provided his thoughts on the process, suggesting that at the retreat the Executive Director Hiring Committee provides their general thoughts on the 5-6 semi-finalists – why they were selected and why others were not – and if the Committee can't come to an agreement on selecting the semi-finalists the Committee would need to meet prior to November 1st retreat.

Matt Hanna noted that if additional candidates come forward between October 20 and November 1st they will be added to the pool.

Scott Rabinowitz clarified the scheduled:

- September 26th draft position specification delivered
- October 3rd formatted final draft delivered
- October 20th initial resumes sent for review
- October 25th discussion to select semi-finalists
- November 1st council retreat and discussion and confirmation of semi-finalists

Matt Hanna noted the conversation at the retreat will include a description of the process, an overview of the candidate pool, review of the semi-finalists and why they were selected and to solicit feedback from the Council.

Rico Quirindongo asked HFH to provide a descriptive document that gives an overview of the number and types of resumes that were received. Scott Rabinowitz confirmed that supporting data, including how outreach was conducted, who said no, what types of organizations were included in the search, etc. will be provided.

Rico Quirindongo asked to circulate an updated schedule to the Council via email or in the packet.

Colleen Bowman asked to include Council meetings on the schedule.

IV. Conversation Regarding ED Job Description

Rico Quirindongo noted that included in the packet is the job profile created seven years ago for the ED position as well as the job description last updated in 2014.

Scott Rabinowitz commented that the goals for the development of the position statement are:

1. Accuracy, in terms of key organizational metrics, including history, mission, and structure. HFH will work with Erica Bates to collect some of this data.
2. Clarity on team – goals, deliverables, and the metrics. Scott shared the key deliverables as identified by Ben Franz-Knight are 1) SDOT negotiations regarding easement and temporary construction, 2) Overlook Walk management, 3) earning the trust of the staff and Council, 4) managing streetcar construction, 5) overseeing the first round of marketing promotions.

Rico Quirindongo asked if Scott could pass along those initial thoughts from the director to the Committee and possibly Council. In addition, Rico asked Scott to keep track of and report out to the Committee on all the stakeholders that provide feedback during the drafting of the position statement. Scott Rabinowitz said HFH would provide that information.

Colleen Bowman suggested ensuring the new ED has a good understanding of the changing city and a changing marketplace.

Scott Rabinowitz said what is most helpful for them during this initial process is for each councilmember to place themselves one year in the future and answer the question “The ED that we’ve hired has gotten ____ done.” And ____ metric is able to show that success.

Matt Hanna noted that things that are harder to measure are relationship based. Matt believes a premium should be placed on the ability of a new ED to create meaningful relationships within and around the Market community. In addition he added someone who knows farmers markets and farms in particular are valuable assets and an important for the new ED to have experience with.

Colleen Bowman noted the position statement drafted seven years ago felt negative in tone.

Scott Rabinowitz also asked the council to consider the questions “Why here?” and “Why now?” Why is this moment the right moment for someone to lead the PDA?

Mark Brady believes the priority of the new ED is to be a people person, to have background in human services and be really good with vendors. He noted that a lot of the business owners are scared about business during the winter months.

V. Community Comments

Joan Paulson noted four important things: 1) HFH needs a flow chart of how the PDA functions, 2) HFH needs a flow chart on the relationships to all the other bureaucracies (Joan noted there is no mention of the relationship with the Market Historical Commission), 3) there needs to be a better balance between preservation and development, and 4) there are three types of people, optimists, pessimists, and realists. Joan would like to see a realist in the position with a greater sense of humor and a grounding of history and knowledge.

VI. Adjournment

The meeting was adjourned at 3:59 p.m. by Rico Quirindongo, Chair.

Meeting minutes submitted by:

Karin Moughamer, Executive Administrator