



Executive Director Hiring Committee Amended Meeting Agenda

Date: Wednesday, October 4th, 2017

Time: 4:00 p.m. – 5:00 p.m.

Location: Elliott Bay Room (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 27 th , 2017 Executive Director Hiring Committee Meeting Minutes	

3:05pm	II. Announcements and or Community Comments	
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3:10pm	III. Review of Formatted Position Statement	Chair
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3:30pm	IV. Report on Candidate Outreach	Herd Freed Hartz
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3:55pm	V. Community Comments	
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4:00pm	VI. Adjournment	Chair
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Executive Director Hiring Committee Meeting Minutes

Wednesday, September 27, 2017

3:30 p.m. to 4:30 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, Chris Scott, Joan Paulson

The meeting was called to order at 3:32 pm by Rico Quirindongo, Chair.

I. Administration

A. Approval of the Agenda

The agenda was approved by acclamation.

Jim Savitt entered the meeting at 3:38 p.m.

B. Approval of the September 13th, 2017 Executive Director Hiring Committee Meeting Minutes

The September 13th, 2017 Minutes were approved by acclamation.

II. Announcements and Community Comments

None

III. Review Position Specification Draft

Rico Quirindongo requested Karin Moughamer to email the draft Position Specification to the Council in advance of the Council Meeting on September 28th.

Scott Rabinowitz provided an overview of the draft Position Specification. Scott suggested the Committee could consider approving the draft Position Specification Friday, September 29th and HFH could begin to provide the draft to some targeted individuals. HFH would continue to develop the Position Specification, adding graphics and finalizing in the coming week.

Rico Quirindongo asked the Committee for their thoughts or approval of that idea. The Committee had no objections.

Scott Rabinowitz continued by reviewing the stakeholder interview list which contains 62 names: 27 conversations have been completed or are scheduled, 27 people still need to be contacted and 8 still require additional information in order to contact.

Rico Quirindongo asked the Committee to review the list and provide any edits to Scott as soon as possible.

Mark Brady asked if anyone from Market Foundation or the Historic Commission has been contacted. Scott stated Lillian Sherman has been interviewed and several people from Historical Commission are on the list.

Colleen Bowman said she will provide Scott Rabinowitz with some of the missing contact information.

Rico Quirindongo suggested at some point the Council receive a copy of the stakeholder list. In addition he asked to add Sally Bagshaw.

Scott Rabinowitz will, following the Committee meeting, send a revised stakeholder list that can be sent to the Council.

Colleen Bowman asked the list be updated to show which people have had interviews and those who are scheduled.

Chris Scott asked if Nick Lacata is on the stakeholder list. The Committee agreed he should be added.

Conversation on the stakeholder list ended and a conversation on the draft Position Specification began.

Colleen Bowman suggested website links be added, where applicable, to the Position Specification. She also suggested adding something that indicates the Market is a globally recognized brand and a destination. Lastly she asked why only three city projects were included under the Immediate Priorities.

Rico Quirindongo asked to change that list under Immediate Priorities to read "...but not limited to, Waterfront Seattle, One Center City, Pike|Pine Renaissance, Center City Connector Streetcar, Victor Steinbrueck/Native Park, Pike Street Hillclimb, Lower Levels (the Down Under) and Western Avenue Shops, and MarketFront Integration."

Colleen Bowman recommended describing the MarketFront project in more detail.

Jim Savitt voiced three comments: 1) at the top of page 2, the words listed are not stated in the Charter. He recommended quoting Page 3, Article 4 of the Charter, for a total of eight lines; 2) on the last paragraph of the Organizational Overview he recommended changing the first sentence to read "The PDA is seeking a dynamic and engaging Executive Director to manage the day-to-day operations of the PDA and the Pike Place Market and in conjunction with the council to develop and implement a strategy to serve its Charter functions as they confront the changing environment." The paragraph could go on to state "Executive Director will lead a team..." as written; 3) lastly, he suggested reordering the Major Area of Responsibility in order of importance to read:

- Property Management
- Financial Management

- Community Affairs
- Personnel Management
- Planning
- Legal
- Council Relations

The Committee agreed to the edits recommended in comments two and three above.

Jim Savitt continued with several additional edit suggestions. The first sentence in Organizational Overview could be re-written to read “Founded in 1907 Seattle’s Pike Place Market is widely considered the premier historic Farmers Markets in the United States.” Jim doesn’t know if the community is rapidly changing (second sentence), therefore we might not want to include that. Lastly, in that same paragraph, the buskers share more than just music, suggesting “music and talent.”

Music and talent

Scott Rabinowitz asked if the first sentence could be changed to read “Founded in 1907, Seattle’s Pike Place Farmers Market is the premier historic Farmers Market in the United States.” The Committee did not object.

Colleen Bowman asked to include a link for Friends of the Market in the third paragraph where it talks about “a group of citizens rallied...”

Matt Hanna provided some suggested edits. In the second paragraph where it talks about social services, some language could be included about the Foundation and the relationship between the two organizations and the need to coordinate between the two. Scott Rabinowitz asked for suggestions on how to articulate that relationship. Matt provided some historical background on the formation of the Market Foundation and he suggested Ben Franz-Knight and Emily Crawford could provide suggested language.

Matt noted that the PDA is not technically a not a not-for-profit but a quasi-governmental public corporation, which is important to note if the PDA hopes to attract individuals with government experience. Lastly, he recommended adding a bullet under qualifications that reads “Advance working knowledge of complex organizational finance models, including tax credit financing transactions.”

Gloria Skouge suggested including a link to Pikeplacemarket.org.

Mark Brady asked if a map of the Market will be included. Scott Rabinowitz will ask Emily Crawford for the fold-up campus map.

Gloria Skouge suggested a few grammatical corrections.

Rico Quirindongo does not believe that the draft Position Specification includes robust support and focus of the farm program. Rico would personally be interested in positioning Pike Place Market as the place, if you live downtown, come to on a weekly basis to get their produce to make dinner in their apartments and their condos. He believes it’s a positioning for Pike Place

Market that we should do and could do and would be serving the community. He would like to see this “big idea” included in the Position Statement.

Jim Savitt noted the Committee needs to be careful about creating policy. Since the policy hasn't been stated it cannot go into the Position Statement. Jim noted that in the draft statement he paused on the inclusion of “preservation of regional farm land” because the Council has very different views on the subject.

Colleen Bowman agreed that the above statement read a little strong and suggested “preservation of regional farm culture.”

Matt Hanna suggested removing the above language and replace with the following, “Encompassing a nine-acre Market Historic District, the Market is first and foremost a Farmers Market. It's identity from the beginning is rooted in Meet the Producer.” The Committee agreed on that language.

Scott Rabinowitz suggested on the second page adding a sentence about how to stay relevant in the community's daily lives and habits.

Rico Quirindongo continued by adding a statement such as “A continued relevance of Pike Place Market in a growing and changing greater Seattle community.”

Scott Rabinowitz will try to send the revised draft Position Specification to the Committee by 10 am. Karin Moughamer will then forward to the Council.

IV. Community Comments

Joan Paulson said it was unclear whether or not the priority is either a top down decision making approach or a bottom-up at the PDA. She continued that the Market is a federally designated historic district and administered locally with regards to use and design. That relationship needs to be more clearly defined and has not been addressed. In addition an organizational chart should be provided in the hiring process. She disagrees with moving the Council Relationship further down on the Areas of Responsibility as that is one of the checks and balances with the staff.

Chris Scott noted, in relation to the conversation about purchasing farm property, the 2013 Historical Commission Guidelines allows the Market to buy property outside the historical district. Jim Savitt noted there are limitations on that in the PDA Charter.

Howard Aller cautioned using the phrase “Farm to Table” and believes it to be a buzz word. A map of the Market reduces the Market to pieces of real estate. No map has the heart of the Market and does not recommend including a map in the Position Specification.

V. Adjournment

The meeting was adjourned at 4:31 p.m. by Rico Quirindongo, Chair.

Meeting minutes submitted by:
Karin Moughamer, Executive Administrator