

TAHOE REGIONAL PLANNING AGENCY
AD HOC EXECUTIVE DIRECTOR SEARCH COMMITTEE

TRPA/Zoom Webinar

July 27, 2022

Meeting Minutes

I. CALL TO ORDER AND DETERMINATION OF QUORUM

Ms. Gustafson called the meeting to order at 8:32 a.m.

Members present: Ms. Aldean, Ms. Gustafson, Mr. Hoenigman, Mr. Lawrence, Mr. Yeates

II. APPROVAL OF AGENDA & MINUTES

III. Election of Chair and Vice-Chair (action);

Ms. Gustafson nominated Ms. Shelly Aldean to serve as Chair and Mr. Vince Hoenigman as Vice Chair.

Committee Comments & Questions

None.

Public Comments & Questions

None.

Mr. Yeates made a motion to recommend approval.

Ayes: [All]

Motion carried.

IV. Status Report from Prothman Company;

Mr. Steve Worthington of the Prothman Company provided the presentation. He opened by saying that the company has completed 20 stakeholder interviews, including Board members and staff. We asked them about traits, experiences, and challenges. We've gathered that information and are building it into our position profile and our screening process. We also received three sets of written responses and are in the process of putting together a survey to a mailing list of 100 people which TRPA's Human Resources [HR] Department has provided, including 64 TRPA staff and the Volunteer Planning Commission, as well as 18 partner organizations that are stakeholders. The position profile draft will be submitted to HR today. The target is to post the position Monday.

Ms. Sonja Prothman of the Prothman Company continued the presentation. Ms. Prothman added that once the position is posted on Monday, we'll begin our outreach process. This will be a quiet time, but we'll be working on outreach, placing ads, sending emails. You may not hear much from us, and that is normal. We'll be busy doing our recruitment and working on behalf of you all. The recruitment window is five weeks.

AD HOC EXECUTIVE DIRECTOR SEARCH COMMITTEE

July 27, 2022

Mr. Worthington added that he spoke with Joanne Marchetta, the outgoing Executive Director of TRPA, and that she was very helpful in providing a list of landscape conservancy organizations, whom we're adding to our mailing list. We use both email and direct mail.

Ms. Prothman added that later in the process, we will put together a summary sheet for you detailing who we contacted and all of the details. Ms. Prothman then encouraged the Committee to reach out to her if they know anyone who may be interested in applying for the position.

Committee Comments & Questions

Mr. Hoenigman asked Ms. Prothman and Mr. Worthington whether they had any information that the Committee could post to their own networks.

Mr. Worthington said yes, they would have information available for the Committee on how to share the information with their contacts and on social media and would be getting that information to the TRPA HR Department.

Public Comments & Questions

None.

- V. Discussion and direction on the recruitment process, schedule, and other related matters pertaining to the selection of a permanent Executive Director (action);

Ms. Angela Atchley, TRPA Human Resources Director, gave the presentation. Ms. Atchley referenced the schedule she provided to the Committee for their recruitment process. September 11th is the proposed date for the closing of the recruitment. The job is due to be posted August 1st. September 28th is the date that Prothman proposes to present the finalists to the Committee. At our last meeting there was some concern about whether having a one-month gap between making the selection of our finalists in late September, and then having the late-October Governing Board meeting, would be too long of a timeframe. So Prothman is proposing having a separate Governing Board meeting the week of October 17th in order to move up the final selection process.

Mr. Worthington of the Prothman Company explained that September 11th is the date he would begin looking at the applications and select an initial round of candidates for a Zoom interview with him. Those first interviews take approximately 7-10 days, and then Mr. Worthington writes up a written report, which he brings to the Committee on September 28th. He said his preference would be for an in-person meeting. The Committee would then select the final candidates for a final interview with the Board. With your selection made, we then notify the candidates. At that point we need about two weeks for an in-depth background review of the candidates, and also scheduling them for travel and for the interviews. You will have all of these materials, along with their complete application materials, by the time the candidates come in for their interviews.

Mr. Worthington went on to explain that October 17th is an alternate date that could get things moving along more quickly, especially because we're competing with other employers. We're also considering a community reception the night before the interviews, and for that, you could invite anyone you think would give you the feedback you're looking for. For our interview process, that involves a series of panels: the Board, staff, stakeholders and partner agencies. Those panels run concurrently, and it is a very full day.

July 27, 2022

Committee Comments & Questions

Ms. Aldean asked about the possibility of having stakeholder panel interviews during the Board meeting on October 26th, followed by the Governing Board interviews the next day, if that Board meeting agenda would allow for it.

Mr. John Hester, interim TRPA Executive Director, said that would be a possibility and would allow the Committee to watch the stakeholder panel interviews take place.

Mr. Lawrence agreed that that would be a preferable plan.

Mr. Yeates and Ms. Aldean pointed out that final candidates would be flying in to the area and staying overnight for the two-day process.

Ms. Prothman interjected to point out that the Committee should be clear on their goals for watching stakeholder panel interviews. Does the Committee feel that is necessary? The day is very long and very stressful for the candidates already. In between panel interviews, each candidate will likely have a tour of the Agency as well. The panel interviewers will also be observing, collecting and presenting to the Board each candidate's strengths and weaknesses. The Board and all the panelists will be present during this briefing and will have a chance to answer any further questions. The Board will get a full briefing from the stakeholder panel interviewers; therefore, the Board may not need to watch the stakeholder panel interviews.

Ms. Aldean said that while she's not married to the idea of having the Board members present in the room during stakeholder panel interviews, she does feel that it would be valuable for the Board to witness each candidate in-person during those interviews. Either way, Ms. Aldean added, it will be a two-day process. It would be less challenging logistically to do this if we had only two or three final candidates.

Ms. Gustafson brought up the possibility of having the community reception on the night of the Governing Board meeting, rather than the night before the Governing Board meeting.

Ms. Aldean assured Ms. Prothman that the Governing Board members would be available both on the 26th and on the 27th of October, no matter what the final schedule ends up being. She added that we do have some flexibility in scheduling all the candidate events and panel interviews.

Mr. Hoenigman remarked that with such a tight schedule, it would seem a bit rushed to have to make final decisions right after the interviews. Would there be any time to perhaps process the information and make final decisions the following day?

Ms. Prothman said that final decisions wouldn't necessarily have to be made the night of the 27th. The entire two-day process will give the Committee members and Board members a very well-rounded view of each candidate. Ms. Prothman assured the Committee that their top one or two candidates would rise to the top after the two days are completed.

AD HOC EXECUTIVE DIRECTOR SEARCH COMMITTEE

July 27, 2022

Mr. Hoenigman pointed out that the Board is only allowed to make a decision at a Board meeting, meaning a final decision would indeed need to be made that day, or else be pushed back one more month to the next Board meeting.

In light of this, Mr. Worthington encouraged the Board to schedule a special Board meeting the following week.

Mr. Hester interjected that he would work with Legal Counsel to start working on what types of options are available to the Board for this matter.

Ms. Prothman added that candidate acceptance and contract negotiations would take time as well.

Ms. Aldean asked Mr. Worthington whether the evening candidate reception would be facilitated by their staff to prevent anyone from monopolizing a candidate's time.

Mr. Worthington said that yes, he would be facilitating the event and monitoring each candidate to help ensure that everyone present has a chance to meet with and speak to each candidate.

Mr. Yeates asked whether any October Governing Board items could be moved to the November meeting to give the October meeting interview process more time.

Mr. Hester said they would consider it.

Public Comments & Questions

None.

- VI. Committee Member Comments; Chair – Open, Vice Chair –Open, Aldean, Gustafson, Hoenigman, Lawrence, Yeates;

Committee Comments & Questions

None.

- VII. Public Interest Comments;

None.

- VIII. ADJOURNMENT

Ms. Gustafson made a motion to adjourn.

Ayes: [All]

Ms. Aldean adjourned the meeting at 9:25 a.m.

AD HOC EXECUTIVE DIRECTOR SEARCH COMMITTEE
July 27, 2022

Respectfully Submitted,

Georgina Balkwell
Senior Management Assistant
Current Planning Division

The above meeting was recorded in its entirety. Anyone wishing to listen to the recording of the above mentioned meeting may find it at <https://www.trpa.gov/meeting-materials/>. In addition, written documents submitted at the meeting are available for review. If you require assistance locating this information, please contact the TRPA at (775) 588-4547 or virtualmeetinghelp@trpa.gov.