



Executive Director Hiring Committee Amended Meeting Agenda

Date: Wednesday, September 13th, 2017

Time: 3:00 p.m. – 4:00 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 6 th , 2017 Executive Director Hiring Committee Meeting Minutes	

3:05pm	II. Announcements and or Community Comments	
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3:10pm	III. Conversation Regarding ED Job Description	Chair
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3:45pm	IV. Review Timeline Revisions	HFH
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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 6, 2017

1:30 p.m. to 2:30 p.m.

Elliott Bay Room

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

Other Council Members Present:

Staff/ Consultants Present: Fred Pabst, Scott Rabinowitz, Karin Moughamer

Others Present: Howard Aller, Bob Messina, Joan Paulson

The meeting was called to order at 1:35 pm by Rico Quirindongo, Chair.

I. Administration

A. Approval of the Agenda

The agenda was approved by acclamation.

B. Approval of the August 30th, 2017 Executive Director Hiring Committee Meeting Minutes

The August 30th, 2017 Minutes were approved by acclamation.

C. Approval of the August 31st, 2017 Executive Director Hiring Committee Meeting Minutes

The August 31st, 2017 Minutes were approved by acclamation.

II. Announcements and Community Comments

Howard Aller emphasized the fact that the Pike Place Market is a government agency and a non-profit, before it's a mall. He encouraged Fred Pabst and Scott Rabinowitz to utilize Ben Franz-Knight to understand the position as he knows the job better than anyone else.

Joan Paulson noted that there needs to be a better balance between preservation and development at the Pike Place Market. The future of the institution depends on this balance. Joan noted that there are many layers to understanding the Market, now and in the future.

III. Discussion of Schedule Line Items, Timeline and Durations

Rico Quirindongo welcomed Fred Pabst and Scott Rabinowitz from Herd Freed Hartz.

Scott Rabinowitz handed out a draft schedule, understanding the dates can change, and reviewed it with the committee. They started by looking at an end date and worked backwards. The first step is to talk with key stakeholders, including each of the Committee members. Scott asked the Committee to provide a list of key constituents and stakeholders. The next step is to

develop the position profile followed by outreach and postings. During that process Fred and Scott will be conducting research on potential candidates.

Fred Pabst continued to review the draft schedule, noting the importance of holding executive/closed sessions starting with the initial candidate calibration meeting which is the first opportunity to review resumes. The calibration meeting is an opportunity to see the first round of candidates and make any changes to the position statement, if needed. If there are candidates the Committee would like to keep in the search, HFH will request additional information from those candidates and compile it into a one-page document for Committee review. This could include motivations for the position, compensation, and availability to interview. They can also ask the candidates to complete two to three questions identified by the Committee.

Rico Quirindongo asked at what point on the draft schedule bottlenecks could occur. Scott responded the holidays and the initial stakeholder engagement meetings are instances in which the schedule could change.

Fred Pabst outlined the process by which candidates will be reviewed by stakeholders, noting there is lots of time to be able to talk through how they occur. These will be meetings, not interviews, facilitated by HFH, to help inform the decision making process.

Rico Quirindongo asked for clarification on when stakeholder groups would have the opportunity to engage with semi-finalists. Scott recommended stakeholders only meet with the finalists. At the December 6-7 meetings the finalists will engage with stakeholders. As the Committee gets closer to the final steps the process will be more clearly defined, including identification of which stakeholders to include in the process.

Scott Rabinowitz asked for feedback from the Committee on the timeline.

Colleen Bowman suggested one place on the draft schedule that could be shortened is the stakeholder engagement portion from September 6 – 29th. Fred Pabst responded they included additional time in that process as stakeholder scheduling can be challenging.

Matt Hanna asked for clarification on the final process. Fred Pabst outlined a typical scenario. December 6th would be the stakeholder meeting with finalists. Full board interviews with the Council would take place December 7th. By the end of day on the 7th the Council will have selected a top candidate and second choice.

Matt Hanna suggested a conversation on Committee versus Council involvement during the process, noting the final process will need to include the full Council and can include special meetings.

Scott Rabinowitz asked if the Council will be making the final decision or the Committee providing a recommendation to the Council. Matt Hanna responded that the Committee's work will be most concentrated at the beginning but as time goes on it will taper and full Council involvement will increase. Full council would participate in the final candidate process and full Council would make the final decision.

Scott Rabinowitz clarified the final process in more detail, speculating that a new Executive Director would be on board in January 2018. HFH will help the Council with the offer process, suggesting the candidate is pre-closed, meaning they know what the offer will look like. The Council chair would make the final offer. If the offer is accepted, transition period would be 3-4 weeks based on the reality of that person's situation.

Matt Hanna does not think the stakeholder engagement to draft the Position Specification was too long.

Jim Savitt suggested moving the Position Specification Draft up 7-10 days, as well as the Position Specification approved by Committee. He does not believe October 13-25th is long enough to source candidates. Jim also suggested the initial candidate calibration and discussion to select semi-finalists could be condensed into one long meeting, provided candidate resumes are sent to the Committee in advance.

Jim Savitt asked how semi-finalist interviews would be conducted. Fred Pabst responded local candidates in person, out of town candidates can be flown in if the budget allows or conducted over Skype and they would occur in front of the Committee. Jim outlined his view of the process noting the Council would be briefed on the position specification and at the semi-finalist stage but the Council would be involved during the final candidate process. He believes the final interview process will take longer than two days. Jim also suggested holding Council briefings during Executive Committee to reduce the number of additional Council meetings.

Gloria Skouge noted the Council retreat is scheduled for November 1st.

Mark Brady asked what HFH's strategy will be for developing the Position Specification.

Fred and Scott responded the first step is lining up one-on-one meetings with Council and Ben Franz-Knight, and identifying stakeholders – direct reports (could be done as a group meeting), city councilmembers, and community members – anyone the Committee recommends.

Rico Quirindongo suggested the Position Specification Draft could be finalized on September 29th, the Committee could approve it on October 4th and candidate outreach begins on October 5th until November 1. Candidates could be reviewed and selected for interviews at one meeting around November 1st. Rico asked how far in advance resumes could be provided. Fred responded 3-4 days, with the caveat that additional candidates can be added to the process during that time.

Matt Hanna suggested presenting a draft Position Specification at the September 28th Council meeting. Fred Pabst recommends the Council approve the content of the Position Specification on the 28th and then HFH finalizes with graphics and flushes out the storyline.

Colleen Bowman asked when Committee members should start doing homework in preparation for the one-on-one interviews. Scott Rabinowitz noted the four deliverables provided on the draft schedule, which include: 1. List of external stakeholders with contact information; 2. Key deliverables in year 1 (with metrics); 3. Brief summary of key issues and opportunities currently facing the Market; 4. Market Tour

Scott Rabinowitz would like to know how decisions are made, how trust is earned, how conflict is handled, and how people are rewarded in the organization.

Matt Hanna recommended Fred and Scott get in touch with Ben Franz-Knight on the four deliverables outline above as well as Scott's additional questions.

Rico Quirindongo asked Karin Moughamer to schedule a tour with Ben, Fred, and Scott. Rico will compile a list and contact information for stakeholders from Council members and provide that to HFH.

Rico Quirindongo asked for input on how the Committee should go about identifying key deliverables for the first year and issues and opportunities facing the Market.

Matt Hanna believes it's up for discussion and that each Councilmember can provide their own answer and Ben Franz-Knight should provide his thoughts. HFH would then take all of that input and draft the Position Specification.

Rico ended by summarizing next steps, including that Karin Moughamer will coordinate a tour between Ben Franz-Knight, Fred Pabst, and Scott Rabinowitz and Rico will compile a list of key stakeholders and their contact information from Councilmembers.

Matt Hanna suggested the draft schedule needs to be revised and at the next meeting the steps after stakeholder engagement can be discussed.

IV. Conversation Regarding ED Job Description

Rico Quirindongo stated this topic will be moved to the next EDHC meeting.

V. Community Comments

Howard Aller recommended the new Executive Director contract include a 90-day notice clause.

Bob Messina thanked the Committee for their work and wishes the committee well during the process.

VI. Adjournment

The meeting was adjourned at 2:35 p.m. by Rico Quirindongo, Chair

Meeting minutes submitted by:
Karin Moughamer, Executive Administrator