

OLYMPIC REGION CLEAN AIR AGENCY
2940 Limited Lane NW
Olympia, Washington 98502

PERSONNEL COMMITTEE MEETING

August 11, 2021

Members present: Jim Cooper, City of Olympia (Chair)
Cynthia Pratt, City of Lacey
Greg Brotherton, Jefferson County

Guest: Linnaea Jablonski, City of Olympia

Staff Present: Fran McNair, Executive Director and Debbie Moody, Office
Manager/Recorder

Cooper noted this meeting is to determine the process for recruitment of a new Director for ORCAA. There is no formal agenda.

McNair noted we have sent the previous recruitment information and it has been updated, although we do have additional updates that need to be done and we'd like to get any additional information the committee wants incorporated.

Cooper noted our directive is to bring back a search process to the next Board meeting (September) and we would discuss in Executive Session with the Board. If we all agree, we will launch that process immediately.

Brotherton stated he didn't know there was an urgency to launch this immediately. Brotherton wasn't sure if McNair's date should inform the process. Cooper stated it is his understanding McNair's goal of February 1 is flexible, but we should strive to make an offer before the holidays. Jablonski agreed and noted for a position such as this, right before the holidays would be ideal.

McNair explained the Board does not meet in December and she was hoping to assist in the transition and attend the January Board meeting with the new Director observing. McNair noted she wanted to be available to her successor. She can stay beyond the end of January if necessary.

Cooper asked Jablonski to give the committee a run down on her perspective and what they should be thinking about now, what our involvement might be and a timeline.

Jablonski noted, her best prediction would be to have everything ready to go by the September meeting. The Board could then have the information they need to approve the timeline, the announcement, etc. and we'll be able to post it immediately following the meeting.

Jablonski felt a closing date of early November would be appropriate, depending on the applicant pool. We would then have holds on calendars to make sure people are available for interviews.

Jablonski stated she will provide a timeline, so everyone is aware of the process. Jablonski noted, ORCAA staff has recruitment material that just needs updated and suggest we use it as soon as it is approved by the Board in September.

McNair briefly went over the process she went through when she was hired, noting there was a staff person involved and she felt that was a good thing. Cooper agreed we should involve staff at some

point and was open to Pratt and Brotherton's ideas. McNair stated her initial interview was at the city of Lacey Community Center and was done by a 4- or 5-person committee. Cooper noted he would like to hear from the Board as to what they wanted the process to be. Will the committee be narrowing down the applicant pool and bring the full Board 2 or 3 finalists, or do they want to be part of the entire process, as that would dictate our process timeline.

It was noted during the last process, city of Lacey did all the initial screening and narrowed it down to applicants for initial interviews, which occurred at the city's community center (including 2 Board member, 1 staff and the city person). Cooper stated he would appreciate Jablonski doing that initial screening. McNair did note the one thing she didn't like about the process was the final interviews were held at a regular Board meeting and both applicants were interviewed in tandem. She stated it didn't feel right to have us answering the same questions while in the same room. She suggested applicants be interviewed separately.

Cooper asked if interviews can be done in Executive Session. Jablonski stated she would investigate that. Cooper noted ORCAA counsel can also look into this. Cooper was concerned with how long it would take to have the full Board conduct interviews. Brotherton wondered if maybe the Board would be ok to have a smaller group (the committee, staff and Jablonski) for the first interviews and then hold a special meeting for the full Board interview for the finalist. Pratt asked how many lead staff are at ORCAA. Pratt was trying to determine how many staff would participate. D. Moody noted we only had 1 staff member included on the interview panel previously.

Cooper felt the committee should narrow the field down to a few applicants to be interviewed, have 1 committee member along with a staff panel and Jablonski do initial interviews and the finalist would then be before the full Board. Cooper also felt there could be an issue with the Board on whether to involve McNair in the process. Cooper felt McNair could help with onboard, but not be part of the process otherwise.

There was some additional discussion regarding interview process and who would be involved. Cooper thought it might be good, depending on the number of candidates, to have the city managers assist with staff and the committee to interview the initial people, they would then recommend a couple finalists to go to a staff panel followed by the Board. Brotherton didn't see an advantage to having a separate staff panel. He felt staff should just be included during the initial interviews and bring the finalist to the full Board. The committee agreed this would be best given the timeline.

Brotherton asked if any of the interviews would be in person, as he felt in person interviews is more valuable. Jablonski stated it will depend on circumstances. She noted they just went through a hiring process and the initial interviews were virtual and the finalists were brought in for in person interviews. If Covid doesn't restrict us, in person for the final interviews would be recommended. Jablonski did note allowing Zoom interviews for initial ones is good for those that might live far away, that way they only need to fly once. McNair stated in person interviews are important.

Brotherton did want to note the package of material staff sent for review does look great and felt it was a great starting point. He did request updated drafts in the next couple of weeks so they could see it and perhaps comment on it before it goes to the Board.

It was noted D. Moody would get an updated brochure and job description to Jablonski and the committee within a couple of weeks, and the committee should send D. Moody comments, individually. The final documents would then be included in the September Board packet.

Cooper noted we need to determine the pay range for the announcement. After some discussion it was decided to use \$140,000 to \$175,000, unless we find the range should be changed after getting new information. Cooper asked if there was any rule about how close you must live to

Thurston County? McNair stated they did not (she lives in Steilacoom). She did note she knew the commute was on her. Cooper stated he would like to discuss where they live, but not until the final interviews; ideally, they would live in our territory. One county away may not be an issue. Brotherton noted he didn't feel it was critical if they are close enough to do the job and they just need to know if they live further away it is their responsibility to get to the office. McNair stated she would require the new person be vaccinated.

Brotherton asked if there were any viable internal candidates. McNair stated no. Cooper stated he did communicate with R. Moody who stated he would not be applying however would be willing to participate. McNair explained R. Moody and Goodin will be retiring in the next couple of years, followed closely by Harding. McNair went on to explain her ideas on what the next Director should be looking at for a reorganization of the agency. The new Director needs to understand our agency has an aging population and they will need to be able to manage change.

Cooper recapped: Within a week or 2 we will get a job description, the flyer/brochure, and a timeline. We can finalize those and send them to the Board with a bio on Jablonski. At the Board meeting, we will confirm they are willing to use the city of Olympia and approve the posting to go out following the meeting.

Cooper suggested we meet again directly after the Board meeting and finalize the timeline and get the items on calendars.

Cooper reminded Jablonski and McNair to ask counsel if the interviews can be done in Executive Session. Cooper stated he was thinking the answer is no. McNair stated the original screening was not done as a public meeting. Only the final interviews with the full Board.

ADJOURNMENT

The meeting adjourned at 11:00 a.m.

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Board of Directors held on August 11, 2021, in Olympia, Washington.

ATTEST:



Francea L. McNair, Executive Director
Olympic Region Clean Air Agency

Jim Cooper, Chair
ORCAA Board of Directors

DATED: 10/13/2021