

PORT COMMISSION SPECIAL MEETING– February 17, 2016

The Port of Port Townsend Commission met in special session at the Commission Building, 333 Benedict Street, Port Townsend, WA

Present: Commissioners – Tucker, Clinefelter and Hanke
Executive Director – Crockett
Auditor – Berg
Attorney – O’Malley
Recorder - Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Tucker called the special meeting to order at 9:30 AM.

II. JOB QUALIFICATION PACKET FOR EXECUTIVE DIRECTOR POSITION:

Mr. Crockett stated that based on commission guidance, the Port would not hire a “headhunter” and would advertise regionally, same as was done in 1999 when he was hired. He believes this will be about a 90-day process. Mr. Crockett asked the commission if they had any changes to the Executive Director (ED) job description. Once the job description has been finalized, the position can be advertised. He handed out a suggested application packet and asked for input and revisions. Mr. Crockett asked if the commission was content with the questionnaire.

Commissioner Hanke expressed concerns on a scenario where the commission fails to come to agreement on a candidate, and the fact that Mr. Pivarnik could leave, as other firms who have position openings have approached him. He suggested that possibly Mr. Toews could be moved into the position of Interim ED and find an Interim Deputy Director. He asked the other commissioners if they were comfortable with this.

Mr. Crockett discussed his strategy for choosing May 31 as his last day. He discussed the cons of hiring an Interim Director. Mr. Crockett urged the commission to select a director who will champion the Port with moving forward into the future.

Commissioner Tucker said he is here today to listen to input from the community.

Mr. Crockett began by reading the job description aloud. Suggestions, ideas and opinions were received from John Collins, Pete Langley, Bertram Levy, Pam Lanua Petranak, George Yount and Jim Maupin.

Commissioner Clinefelter invited Mr. Maupin and any other groups or individuals to communicate any input they might have to the commissioners.

The commission, staff and audience members discussed the matter of applicant confidentiality.

Next, Commissioner Hanke opened for discussion, the Job Description - “Major Duties and Responsibilities”.

After discussion, the commissioners agreed on some modifications to this section.

Commissioner Hanke then opened discussion on the “Questions” included in the application packet.

After discussions, the commissioners agreed to make some changes to this document.

Bertram Levy voiced additional comments. Leah Kefghin asked if the Port would pay relocation fees and if so, would there be a cap on that fee. Ms. Berg replied \$10K is a typical dollar figure entities might pay for relocation fees, with backup documentation from the selected candidate.

Commissioner Hanke stated that once the discussed changes have been made to the documents in the packet, staff could begin advertising the position.

Mr. Crockett named the papers and organizations suggested for advertising the position.

Further discussions included whether to advertise the salary range; whether to add to the “Questions” - experience with long-term planning and project management, as suggested by Commissioner Clinefelter.

Bertram Levy and John Collins suggested adding experience with strategic planning to the questionnaire.

Mr. Crockett stated staff would make the changes agreed upon to the documents in the application packet for discussion and approval at the next commission meeting.

Further discussion included advertising the position with government and economic development agencies; when to announce the finalists; salary range; the grading matrix (which will be discussed at a later meeting), and other ideas from audience members, including John Collins, Bertram Levy and Vigo Anderson.

III. STAFF COMMENTS:

(Received throughout meeting.)

IV. PUBLIC COMMENTS:

(Received throughout meeting.)

V. COMMISSIONER COMMENTS:

(Received throughout meeting.)

VI. NEXT MEETING: Wednesday, February 24, 2016, 5:30 PM, in the Port Commission Building, 333 Benedict Street, Port Townsend.

VII. ADJOURNMENT:

Commissioner Hanke moved to adjourn the special meeting at 11:15 AM.

Commissioner Tucker seconded the motion.

Motion carried by unanimous vote.

ATTEST:

Brad A. Clinefelter, Secretary

Peter W. Hanke, President

Stephen R. Tucker, Vice President