

APPROVED 2-14-18

MINUTES  
 City of Tacoma  
 Public Utility Board Meeting  
 Special Meeting  
 February 2, 2018; 10:00 A.M.

3628 S 35<sup>th</sup> Street  
 3<sup>rd</sup> Floor Conference Room  
 Tacoma WA 98409

**Present:** Monique Trudnowski, Mark Patterson, Bryan Flint, Karen Larkin  
**Excused:** Woodrow Jones

The meeting was quorate.

Chair Trudnowski called the meeting to order at 10:05

Chair Trudnowski made opening remarks and stated the purpose of the special meeting is to discuss the profile and process of the recruitment of the next Director of Utilities.

Dan Drennan, Marketing & Development Manager, provided an overview of the outreach survey results and methodology for the new Director search. The recruitment firm developed the survey with input from the PUB with the intent of gathering public and employee feedback to help develop a job posting description and potential interview questions to attract the best candidates. The outreach effort was separated into four sections: onsite stakeholders meetings, Neighborhood Council meetings, online feedback which included both public and employee comments, and emails and letters to the Board. Mr. Drennan stated the handout summarizing the feedback focused primarily on questions one and two.

In response to a Board inquiry, Mr. Drennan stated this is the same information that was given to the recruiter and PUB previously in past meetings; just sorted differently per Board request.

In response to a Board inquiry, Mr. Drennan stated the new sorting of feedback was focused on the public only due to the large size of the public response, and no employee comments were resorted due to the small response.

Mr. Patterson requested including question three in the new sorting of results. Mr. Drennan will provide an updated handout to the Board.

Board Chair Trudnowski introduced Carl Mycoff, the retained executive recruiter. Mr. Mycoff began by addressing the idea of combining the TPU profile and Mr. Mycoff's recruiting brochure. Mr. Mycoff stated that the profile and recruitment advertisement could be combined, but it would be very lengthy. Discussion regarding the difference between the profile and recruitment brochure content and format ensued. Suggestions on melding the two documents were then discussed. Gary Buchannan, Human Resources Director, and Shelby Fritz, Assistant Human Resources Manager, will work with Mr. Mycoff and Ms. Gallo to modify the brochure and job announcement.

Discussion regarding the details of posting the profile and recruitment brochure followed. Mr. Mycoff stated his group should be the point of contact for any additional information requested from interested candidates.

The key responsibilities and qualifications for the ideal candidate were then discussed. We don't want to limit ourselves and want a diverse pool. We need to put the ideal candidate information in the general solicitation so we get a broader pool of applicants. Mr. Buchanan stated we can use a card sort in order to filter the competencies of the candidates. Mr. Buchanan then shared a document with the thirty eight competencies. The Board then shared their ideas of their ideal candidate.

The Board reviewed the card sort process. It is felt that the card sort will be helpful to get consensus with the Board and get to the qualifications for the ideal candidate. It was suggested that Human Resources and Mr. Mycoff conduct an initial card sort in order to narrow down the applicants.

Discussion continued on the recruitment brochure. Board Members gave general suggestions on information and verbiage that should be included in the advertisement. Human Resources will be in charge of making the changes to the brochure. Board Members can give any additional suggested changes to Mr. Buchanan and Ms. Fritz. The new draft will be sent to the Board on Monday and any additional changes from the Board can be resubmitted to Ms. Fritz. Human Resources will then modify the brochure and job announcement for final approval.

The new recruitment timeline and evaluation criteria were discussed. The Director and Board Chair will be meeting with the Mayor on Monday to review any new information and get more definition on what the City Council expects the process to look like.

Chair Trudnowski noted there were some items not included in our recruitment schedule; the meeting with the Mayor on Monday and the impending card sort.

A discussion regarding the application process followed. There is a concern about protecting candidate confidentiality during the recruiting process. Tom Morrill, Chief Deputy City Attorney, stated there is no legal obligation to release the applicant's information unless the applicant is chosen as one of the final candidates to be interviewed. A discussion on structured and casual meetings for the candidates and the Board followed. The Board is committed to keeping the candidate's information confidential until the final recommendation and interview process.

The Board then discussed the difference between submitting an application through the City's website vs. a resume and cover letter through Mycoff, Fry and Prouse. They questioned if one process treats candidates and their information differently than the other. It was determined that we should have one platform and all applicants should submit an application directly through the City's website. Human Resources will investigate to see if the application portion can be turned off so candidates can simply submit their resume and letter of interest rather than filling out the entire application. The initial collection of resumes will be reviewed by Mr. Buchanan, Ms. Fritz and Ms. Gallo. We then need to determine what the matrix is and how we evaluate the candidates after the card sort is done, as well as how the recommendations will be made to the Board. The group will also present the Board with the list of people they denied and why. Ms. Larkin suggested that the Director be involved in the initial recommendations to the Board.

Advertising platforms were discussed. Mr. Mycoff listed the various publications and trade organizations that he would be advertising with. Board Members suggested adding some rail professional associations and/or publications, Association of Washington Cities, National League

of Cities, Wall Street Journal, Forbes and social media platforms to the list. The Board Members agree that more advertising is best.

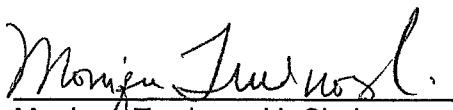
The March 27 and March 30 dates scheduled to select candidates to be interviewed were clarified; noting they are not actual interviews with candidates, but rather part of the selection process. Both dates are considered Special Meeting dates. Mr. Mycoff noted that Ms. Gallo and he could participate via conference call.

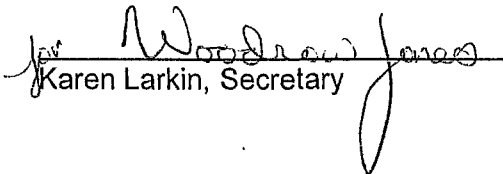
Chair Trudnowski noted the schedule from March 16 forward is not finalized and will be reviewed at the next meeting. Additional time to discuss the timeline will be scheduled for the Feb. 14 Study Session.

### Adjournment

There being no further business or comments, the Public Utility Board was adjourned at 12:59 p.m. until Wednesday, February 14, 2018 for a study session beginning at 3:00 p.m. at Tacoma Public Utilities, followed by the regular meeting at 6:30 p.m. at Tacoma Public Utilities.

Approved:

  
Monique Trudnowski, Chair

  
Karen Larkin, Secretary