

FARMINGTON DDA: MINUTES FROM SPECIAL BOARD MEETING
AUGUST 17, 2005 at 8:00 a.m.

- I. Roll call: Beamer called the meeting to order at 8:00 a.m. and conducted roll call. The following Board members were present: Batzloff, Beamer, Cassidy, Clappison, Cowley, Freeman, Grace, Kuiken, Pastue, Ziegler. Vargovick not present.

- II. Recommendations of Terry McGinn re: director search process:

Mr. McGinn indicated that he had received 85 applicants for the DDA Executive Director's position. He grouped the applicants, based on their applications as compared to the criteria established by the Board, into five categories. The first category included applicants with direct experience as a DDA director and/or experience with Main Street. The second category included applicants who had comparable experiences.

Mr. McGinn recommended that he conduct in person interviews with the candidates in category one and phone interviews with candidates in category two. He recommended not proceeding further with the remaining applicants absent a decision by the Board to add a few names from other categories to categories one or two. He also recommended that no additional applications be considered unless the application was truly exceptional, in which case he would bring it to the Board's attention.

The Board instructed Mr. McGinn to conduct phone interviews with all applicants in categories one and two. The Board also moved two additional applicants into those categories. This decision reduced the pool of applicants from 85 to 16. The Board asked Mr. McGinn to trim the applicant list further based on the phone interviews and to conduct in person interviews only with the top 6 to 8 candidates. Based on the in person interviews, Mr. McGinn will, at the September 7 board meeting, recommend a short list of candidates for interviews with the Board.

- III. Revisiting characteristics sought in a DDA Executive Director:

Mr. McGinn asked for any additional feedback the Board wished to offer based on the process thus far. Board members made the following suggestions:

Cowley: look for someone with leadership ability, a deal maker, a person with sales skills, a consensus builder.

Cassidy: concurs with Cowley and stresses the importance of community building.

Clappison: stressed the importance of Mr. McGinn's ability to measure intangibles and find someone with strong communication skills.

Grace: suggested we explore the applicants' willingness to relocate if necessary.

Ziegler: concurred with the concerns raised by others.

Batzloff: concurred with the concerns raised by others.

Freeman: would like more concrete information concerning the applicants' accomplishments in other communities. Would also like to probe the applicants' familiarity with Farmington.

Kuiken: wants a candidate with strength raising revenue.

Pastue: expressed confidence in the job description and competencies originally stated by the Board.

IV. Salary concerns:

Beamer expressed concern that certain applicants might be seeking compensation higher than stated and asked that the Board make clear its views on this subject. Pastue stated that he and a sub-committee are exploring possible incentive options and also alternatives for structuring the compensation package depending on benefits selected. Clappison stated that he would be disappointed with a candidate who proceeds this far in the process with an expectation for compensation dramatically different than the stated compensation package. Others concurred. It was agreed that Mr. McGinn should probe the applicants' expectations in the interview process.

V. Meeting adjourned at 9:00 a.m.