



APPROVED 4-11-18

MINUTES
City of Tacoma
Public Utility Board Meeting
Special Meeting
March 21, 2018; 11:30 A.M.

3628 S 35th Street
3rd Floor Conference Room
Tacoma WA 98409

Present: Monique Trudnowski, Mark Patterson, Bryan Flint, Karen Larkin, Woody Jones

The meeting was quorate.

Chair Trudnowski called the meeting to order at 11:46 A.M.

In response to Council inquiries from the March 20 joint study session with the Board, Chair Trudnowski summarized the executive recruiter's engagement and recruitment efforts to date. Board discussion ensued. Human Resources Director, Gary Buchanan, summarized the number of applicants received to date.

Dan Drennan, Marketing Development Manager, provided the Board with a summary of the community and stakeholder outreach taken for this executive recruitment.

Mr. Buchanan then provided an overview of the Korn Ferry card sort exercise that will be used to identify competencies for the Director of Utilities position. Mr. Buchanan then introduced Rodney Croston, HR Analyst, and Cathy Journey, Training and Development Manager. Mr. Croston and Ms. Journey walked the Board through the card sort exercise and assisted the Board in identifying strategic goals and deliverables. Competencies, organized as most important to least important, were then identified.

Mr. Buchanan informed the Board that he would start to sort candidates on Friday, March 23, 2018 as that is when the job posting closes. Discussion regarding further engagement with the executive recruiter ensued. Mr. Patterson moved that the executive recruiter be included in the March 28 executive session. Four Board Members agreed that the executive recruiter needn't be in attendance for the executive session on April 2, 2018 and for the candidate interviews; Chair Trudnowski expressed opposition.

Shelby Fritz, Assistant HR Director, then outlined the interview process for the week of April 23, 2018. Preference for in-person interviews, possibly at the SeaTac Airport conference center, was discussed. Based upon the card sort and stakeholder input, HR will create a list of questions for Board consideration. Transmitting interview questions and a summary of outreach efforts to candidates prior to interview was favorably discussed. Mr. Buchanan will meet with the Mayor to outline possible mechanisms and format for public engagement.

Executive Session

Mr. Flint moved to convene an executive session to discuss pending litigation per RCW 42.30.110(1)(i)) at 4:15 p.m. for 15 minutes; seconded by Mr. Jones. The executive session was adjourned at 4:30 P.M.

Adjournment

There being no further business or comments, the Public Utility Board was adjourned at 4:30 p.m. until Wednesday, March 28, 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