

## THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Draft Minutes of May 22, 2008 Meeting

### City of Charlottesville

David E. Brown  
Jason Pearson, Treasurer

### Albemarle County

Sally H. Thomas  
Ann H. Mallek

### Fluvanna County

Charles W. Allbaugh, CPA, Chair  
Grant Tate

### Greene County

Jeri Allen  
Carl Schmitt

### Louisa County

Fitzgerald Barnes  
Jackson Wright

### Nelson County

Fred Boger  
Connie Brennan, Vice Chair

### Executive Director

Harrison B. Rue

### **Commissioners Present:**

Sally Thomas – Albemarle County  
Ann Mallek – Albemarle County  
David Brown – Charlottesville  
Charles Allbaugh – Fluvanna County  
Grant Tate – Fluvanna County  
Carl Schmitt – Greene County  
Jack Wright – Louisa County  
Fred Boger – Nelson County  
Connie Brennan – Nelson County

### **Commissioners Absent:**

Jason Pearson – Charlottesville  
Jeri Allen – Greene County  
Fitzgerald Barnes – Louisa County

### **Staff Present:**

Billie Campbell, COO

**Call to Order:** TJPDC Chair Charles Allbaugh called the meeting to order. This was a special called meeting to discuss the search and selection process for a new Executive Director. The purposes of the meeting are: to consider the use and role of a consultant, to identify the search committee, and to discuss the job description.

### **Selection Process:**

**Consultant Proposal:** The Commission considered the proposal submitted by the Richmond office of Springsted Incorporated. This proposal was requested by the Commission at their May 1 meeting, based on the personal experience of Greene County in their search for County Administrator and the knowledge of the firm by other commissioners. In the 2001 search for TJDPC Executive director, the Commission outsourced the middle two process steps described on page 5 of the Springsted proposal: Recruit and Screen Candidates and Evaluate Candidates. The Commission considered the elements of the proposal, based on in-house expertise and time, and the need to maintain control throughout the process. After discussion, the sense of the group was to utilize a consultant for the full process, with meetings and communication as needed for the Commission to retain control throughout the process. This would involve, but not be limited to, review of resumes screened out by the consultant and working with the consultant to design the interview process. Commissioners will call Springsted clients to ask about: adherence to projected budget amount, the thoroughness and timeliness of the process, the judgment of the firm in assessing candidates, the effectiveness of the background check process, and the staff involved. Findings from these reference calls should be sent to Billie Campbell by e-mail by May 29. Assignments for calls were:

- Richmond Regional PDC: Sally Thomas
- RADCO: Carl Schmitt
- City of Hopewell: Charles Allbaugh
- Ramsey County, MN: David Brown

- City of Bedford: Connie Brennan
- Town of Blacksburg: Ann Mallek
- Accomack-Northampton PDC: David Brown
- County of Prince George: Fred Boger
- City of Chesapeake: Ann Mallek
- County of Chesterfield: Fred Boger
- Isle of Wight County: Charles Allbaugh

Grant Tate will review Springsted's website. Billie Campbell will check procurement requirements, including conversations with personnel at the City of Charlottesville and Greene County about their process of retaining a consultant. Springsted will be invited to meet with the Commission prior to the June 5 meeting, at 5:30 p.m. at the TJPDC office.

Search Committee: The Search Committee will include at least one representative from each jurisdiction. Suggested members were: Sally Thomas, Grant Tate, Connie Brennan, David Brown, Fitzgerald Barnes, and Jeri Allen. Fred Boger also agreed to be involved in the process. An invitation for participation will also be extended to TJPDC Treasurer Jason Pearson, who was out of town for this meeting.

Process: The Commission will integrate locality Chief Administrative Officers in the process, including input into the position analysis and integration into the interview panel(s). Staff also needs to be involved in the interview process.

Job Description: A draft job description has been developed. Staff was offered the opportunity to provide input into the description. The Leadership Team actively edited the draft document. Comments have also been received from the Albemarle County representatives on the MPO.

Adjournment: There being no further business, the meeting adjourned.