

MINUTES  
PORT OF ASTORIA  
SPECIAL COMMISSION MEETING  
MAY 15, 2008  
PORT COMMISSION CHAMBERS

Chairman Dan Hess called the regular meeting to order and took roll call.

Commissioners present: Dan Hess, Larry Pfund, Kathy Sanders, and Bill Hunsinger.

Staff present: Ron Larsen and Esther Jones. Lesle Palmeri, website specialist and media relations for the port was also at the meeting.

DISCUSSION APPLICATION SURVEY FOR EXECUTIVE DIRECTOR CANDIDATES It was suggested by Commissioner Hunsinger to wait until the new commissioner is selected to discuss the application survey.

CONSIDER APPROVAL – APPLICATION SURVEY FOR EXECUTIVE DIRECTOR. Waiting as said before....

CONDUCT COMMISSION INTERVIEWS

Since the application survey has been delayed, it was decided to continue on ahead of schedule and begin interviewing the candidates. Since the applicant to be interviewed first was scheduled for 4:00 p.m., the second candidate could be the first to interview. The interviews began with Mr. Dan Brown. Captain Stroup was next. Interviews continued with Mr. John Veenendaal. Mr. Floyd Holcom was interviewed afterwards and ended with Mr. Chris Connaway.

DISCUSSION AND SELECTION, COMMISSION MEMBER Chairman Dan Hess passed out ballot sheets so board members could begin the selection process. Commissioner Hunsinger offered his thanks to each candidate. Hess also thanked the candidates.

Each member filled in a ballot paper where they would circle their vote. Ron Larsen read the ballot sheets beginning with the first round of votes:

	<u>1<sup>st</sup> vote</u>		<u>2<sup>nd</sup> vote</u>		
Dan Hess	-	John Veenendaal	Dan Hess	-	Dan Brown
Bill Hunsinger	-	Chris Connaway	Bill Hunsinger	-	Floyd Holcom
Kathy Sanders	-	Dan Brown	Larry Pfund	-	Floyd Holcom
Larry Pfund	-	Floyd Holcom	Kathy Sanders	-	Dan Brown

After the first two votes, Larsen suggested a discussion. Each board member gave their view of the candidate they voted for. After beginning the vote, as can be seen, each member switched except Pfund and Sanders, who remained with their picks for the first two votes. Living and raising a family in the area and south county ties were both a key factor in their decisions. Expertise and knowledge were some of Sanders' thoughts for her candidate. Pfund mentioned how he favors his candidate and his enthusiasm for "moving forward and forgetting the past".

	<u>3<sup>rd</sup> vote</u>	
Dan Hess	-	Dan Brown
Bill Hunsinger	-	Floyd Holcom
Kathy Sanders	-	Dan Brown
Larry Pfund	-	Floyd Holcom

After an evident tie between two of the candidates, Commissioner Sanders' suggested making the decision to turn it over to the Clatsop County Board of Commissioners.

From the audience, candidate Dan Brown mentioned it would be the "worst possible thing to do" to let the decision go out of this room and urged the board to reach a decision, offering to withdraw his name from the list since the board members were so divided in making a decision, noting he would offer his skills and help any way he can. From a staff point of view, Larsen agreed with Mr. Brown.

The fourth vote began.

<u>4<sup>th</sup> vote</u>		*Dan Brown back on the list: <u>5<sup>th</sup> vote</u>			
Kathy Sanders	-	John Veenendaal	Bill Hunsinger	-	Floyd Holcom
Larry Pfund	-	Floyd Holcom	Dan Hess	-	Dan Brown
Bill Hunsinger	-	Floyd Holcom	Larry Pfund	-	Floyd Holcom
Dan Hess	-	John Veenendaal	Kathy Sanders	-	Dan Brown

Noting the flip of the coin not legal, the board continued to vote. Commissioner Sanders also added to remember this is simply an appointment for one year and afterwards, the public will do the voting. Only an interim appointment, the board proceeded to the next round of votes:

<u>6<sup>th</sup> vote</u>		<u>7<sup>th</sup> vote</u>			
		After the <u>5<sup>th</sup> tie</u> , the board continued to vote:			
Bill Hunsinger	-	Floyd Holcom	Bill Hunsinger	-	Floyd Holcom
Kathy Sanders	-	Dan Brown	Dan Hess	-	Floyd Holcom
Larry Pfund	-	Floyd Holcom	Kathy Sanders	-	Dan Brown
Dan Hess	-	Dan Brown	Larry Pfund	-	Floyd Holcom

The seventh vote concluded the voting. Moving over to the other table to go over timelines, Chairman Hess entertained a motion to accept the decision of the board for Floyd Holcom as the new candidate and sworn in to the commission, until the end of the term, on the May 20<sup>th</sup>. Commissioner Sanders made the motion to accept Holcom as the new commissioner. Commissioner Hunsinger seconded the motion. The vote carried unanimously.

DISCUSSION, TIMELINE OF HIRING PROCESS – EXECUTIVE DIRECTOR Discussion followed on the hiring process for executive director. Each board member was advised to review and score the 24 applications received for the executive director position. The first thing to do is see which applicants requested confidentiality. A screening guide will have to be filled out for each applicant. Press cannot have the names until confidentiality screening has been completed.

Commissioner Sanders started with the recruitment timeline for May and June, and a calendar. Selecting a new commissioner and applications in their notebooks, a date to meet will have to be selected to combine scores, possibly on May 21<sup>st</sup> or the 22<sup>nd</sup>, since the board has a meeting on May 20<sup>th</sup>. Dates to conduct the interviews will have to be decided. Discussion followed on Commissioner Hunsinger's plans out of town and his participation via telephone and schedules. The meeting was decided to be May 22, 2008 at 1:30 p.m. and to hold the meeting (application screening meeting) in executive session. A vote, could possibly occur at the May 20<sup>th</sup> meeting whether to hold the meeting in executive session or in public. Chairman Hess called for a motion pertaining to the screening meeting date and time. Commissioner Sanders made a motion to hold the meeting on May 22, 2008 at 1:30 p.m. for the application screening meeting. Commissioner Pfund seconded the motion. The vote carried unanimously. It was agreed to do the oath of office for Mr. Holcom on May 20, 2008 at 4:00 p.m. at the workshop.

A confidentiality request was found on one of the applications and it was so decided to have the screening meeting in executive session. The timeline for the meetings is as follows:

- May 22, 2008, at 1:30 p.m. for the application screening meeting in executive session. Bring scored applications to be combined. Narrowing down the field with telephone interviews is an option. Pick dates to interview and decide whether to conduct interviews in executive session. Adoption of the questions to use in the interview. Each commissioner was asked to turn in one to two questions that will be used for the interviews by Monday, May 19, 2008 at 5:00 p.m. A standard list to start with will have to be put together and approved.

A "short list" of five top candidates will be arriving from the Special Districts office by May 22<sup>nd</sup>.

Next, will be performance evaluation to vote and adopt. Performance evaluations and employment contract samples for executive director will be provided to each member on the 22<sup>nd</sup>. The regular meeting in Seaside on May 27, 2008 is where the board will vote and adopt the documents prior to offering the job to someone and hiring.

Other dates are as follows:

- June 11, 2008 – Budget meeting. All commissioners required to attend.
- June 17, 2008 – Regular meeting and budget hearing, taking public comment and adoption.

A copy of a placement report (cost: \$99) will have to be voted on to help determine whether the new applicants have the skills to do the job. A very useful tool.

It was also decided to take the application survey home to be voted on at the May 20, 2008 meeting.