

MINUTES

Executive Director Recruitment Workgroup of the Capital Area Regional Planning Commission

October 22, 2007 City-County Building, 210 MLK Jr. Blvd., Room 318, Madison WI

5:30 p.m.

Present: Kristine Euclide; Carlton Hamre; George Kamperschroer; Jeff Miller*; Larry Palm

Staff Present: Chris Gjestson; Kamran Mesbah

* Mr. Miller participated by telephone

The meeting convened at 5:30 p.m.

Mr. Mesbah referred to materials provided by staff to Workgroup members by e-mail on Friday, October 19, which included for discussion outlines of leadership characteristics and qualities, sample competencies, and approach to performance-based hiring and interviewing. Also provided at the meeting was a sample list of interview questions based on finding facts about candidate accomplishments.

Members discussed what interview questions might be asked. Mr. Mesbah suggested that he and Steve Born could develop primary questions to be asked by the Interview Panel. Mr. Kamperschroer agreed, and suggested that Mesbah and Born could develop questions to address technical issues, and Panel members could develop questions to evaluate communication and judgment skills. Members agreed.

Mr. Miller suggested that Michael King be invited to serve as a Panel member, since he holds firsthand insight into the Executive Director position. He suggested that Mr. Mesbah would remain as the staff representative on the Panel. Members agreed and discussed Panel membership, which will be comprised of King (if willing), Mesbah, Born, and any Commissioner willing and able to participate in all the interviews.

Members discussed reimbursements to candidates traveling from out of town. Mr. Palm suggested, and members agreed, that it would be appropriate for the CARPC to pay for hotel costs, but should not pay for travel. Mr. Gjestson stated that although the adopted 2007 CARPC budget did not anticipate reimbursement expenses, funds should be available for candidate hotel stays.

Members discussed protocol. Mr. Mesbah stated that "crib" sheets would be available for Panel members to assist in the process. Ms. Euclide suggested, and members agreed, that although it was not necessary for the Interview Panel to rank the candidates, if the Commission felt strongly about a particular candidate, it could communicate that to the Budget and Personnel Panel when the three names are submitted.

Mr. Miller described an interview process utilized in a recruitment for Village Administrator which included a social event hosted by the employer and representatives and attended by the

candidates, prior to the interviews. This allowed the employer to gauge the candidates' interpersonal skills firsthand. He stated that this did not seem to have a detrimental effect on the interviewers' objectivity during the subsequent interviews, and provided insight that would not otherwise be available. Members discussed who might attend the social event, and agreed that if the Commission chose this strategy, it should be limited to the candidates, Commissioners, Budget and Personnel Panel members, and staff.

Members discussed interview dates, and agreed that the Commission might consider Monday, November 26, to hold interviews with the three out-of-town candidates, and Tuesday, November 27 for the local candidate. If the Commission decided to include the social event, it could be held the evening of Sunday, November 25.

Mr. Mesbah asked if the Workgroup intended to meet again, when it could review and discuss the draft interview questions. Members agreed to meet again.

The meeting adjourned at 6:15 p.m.

Minutes taken by Chris Gjestson