

CBJ DOCKS AND HARBORS BOARD
Port Director Recruitment Committee Agenda
For Tuesday May 17, 2011

- I. Call to Order** (Directly following Operations Committee Meeting at the Aurora Office.)
- II. Roll** (Tom Donek, Kevin Jardell, Cheryl Jebe, Michael Williams, Phil Benner and Jim Preston).
- III. Approval of Agenda**

MOTION: TO APPROVE THE AGENDA AS PRESENTED.

- IV. Approval of April 28, 2011 Meeting Minutes.**
- V. Items for Information/Discussion.**

- 1. Port Director Recruitment.

Note: The Committee may adjourn into Executive Session if necessary and allowable.

- VI. Adjournment**

CBJ DOCKS AND HARBORS BOARD
Port Director Recruitment Committee Minutes
For Thursday April 28, 2011

I. Call to Order.

Mr. Preston called the Port Director Recruitment Committee to order at 8:15 pm in the Assembly Chambers.

II. Roll

The following members were present: Tom Donek, Kevin Jardell, Cheryl Jebe, Michael Williams and Jim Preston. Phil Benner was absent.

Also present were the following: Don Etheridge – Board Member, John Stone – Port Director, Ms. Danner – City and Borough Assembly Liaison.

III. Approval of Agenda

THE AGENDA WAS APPROVED AS PRESENTED.

(Executive Session is not necessary at this meeting).

IV. Items for Information/Discussion.

1. Port Director Recruitment.

Mr. Stone said he wanted to know if the Board wanted to give a list of the applicants to the press.

There was informal discussion by the committee members.

The Committee agreed that the list given to the press should only consist of the chosen individuals for interviews.

Mr. Stone said he will e-mail the committee a ranking sheet and draft interview questions to look over.

Mr. Stone gave the Committee a memorandum for a Port Director Recruitment Process.

Mr. Jardell wanted to know if the memorandum was to be adopted by the Board.

Mr. Stone said the memorandum is just a recommendation.

Ms. Jebe wanted to know if money is available to bring a candidate here if applications are received from out of town.

Mr. Stone said that could be done.

Mr. Preston said he recommends having a background check done.

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The committee agreed to return suggested draft questions to Mr. Stone. He will compile all responses and set up a meeting to go over the questions.

Mr. Stone suggested doing the interview question review during the ranking of the applicants, and that would save a meeting.

Mr. Preston asked if the Committee receives the candidate applications on the 12th, how long after could the Committee meet?

The Committee agreed to meet on May 17th after the Operations Committee meeting.

Mr. Preston said the applications and interview questions will be discussed in executive session. At the end, the actual selection of candidates to be interviewed will be in open session.

Mr. Donek asked what the goal end date is?

Mr. Stone said if by the 17th the Committee can give a list of candidates to interview to the Port Secretary, she can set up interviews and the Board can possibly have the interviews done by the 25th. Mr. Benner can do back ground checks and the Committee can do reference checks by the end of May. At that time, the Committee will have to decide what to do for onsite visits and how much time that will take. There is a possibility the Port will be without a Director temporarily if someone has to move here.

Mr. Preston said there are still two senior employees, Mr. Gillette and Mr. Benner, who know how everything operates.

V. Adjournment

The Port Director Recruitment Committee meeting adjourned at 8:38 p.m.