

**Downtown Development District
Board of Commissioners
Executive Search Committee Meeting Minutes
Tuesday, February 9, 2021 – 4:00PM**

Meeting was called to order at 4:03 pm

Roll Call – Quorum present

Members Present: Carla Major, Gregory Curtis, Michelle Craig, Leo Marsh, Judy Barrasso, Jim Cook, Chris Ross, Cleveland Spears.

Members Absent: None

Staff/Counsel Present: Anthony Carter, Richard McCall, Sabrina Smith,

Other Staff Present: Joshua Vairin, Devona Dolliole, Ryan Bordenave

Members of the Public: David Piscola (Hilton N.O. Riverside)

Notice: The time, location, and agenda had been adequately and publicly noticed.

Call for Public Input Cards: There were no public comments.

Action Items

- Adoption of Agenda
- Approval of Minutes of January 14, 2021 Meeting

Adoption of Agenda – Action Item* - Co-Chair, Commissioner Major requested a motion to approve the Agenda. Moved by Commissioner Barrasso, supported by Commissioner Curtis; motion carried unanimously.

Approval of Minutes of January 14, 2021 Meeting* - Co-Chair, Commissioner Major requested a motion to approve the minutes; Moved by Commissioner Ross; Supported by Commissioner Curtis; Motion carried unanimously.

Review Job Descriptions of CEOs From Similar Organizations – The committee members discussed the job descriptions and decided that the two from Birmingham and San Antonio better described what we need as part of the new job description for President & CEO. They also feel that the “Overview” on the job description from San Antonio is ideal to use for solicitation of candidates by the search firm. Commissioner Curtis request that each of the Committee members take a moment to put in their own words a few sentences that basically describes the Overview section and be prepared to discuss it at the next Committee meeting.

The Committee decided to take the discussion on the job description off line into smaller working groups.

Discussion of Search Firms – The Committee agreed that we would move forward with a search firm and would like the notice to go out under a Request for Proposal (RFP). They would also like to be informed of where the notice will be advertised.

Anthony stated that staff would begin the process and keep them informed.

Old Business – No old business

New Business – No new business

Public Comments – No public comments

Executive Session – No Executive Session

Adjournment – Commissioner Major requested a motion to adjourn the meeting. Moved by Commissioner Barrasso, supported by Commissioner Curtis; Motion carried unanimously. The meeting adjourned at 5:24 pm.