

**Downtown Development District
Board of Commissioners
Executive Search Committee Meeting Minutes
Thursday, January 14, 2021 – 4:00PM**

Meeting was called to order at 4:05 pm

Roll Call – Quorum present

Members Present: Carla Major, Gregory Curtis, Bill Hines, Leo Marsh, Judy Barrasso, Jim Cook, Chris Ross.

Members Absent: None

Staff/Counsel Present: Anthony Carter, Richard McCall, Sabrina Smith, Bill Aaron (Counsel)

Other Staff Present: None

Members of the Public: None

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

Adoption of Agenda – Action Item* - Co-Chair, Commissioner Carla Major requested motion to approve Agenda. Moved by Commissioner Bill Hines, supported by Commissioner Judy Barrasso; motion carried unanimously.

Discussion of President & CEO Job Descriptions

The committee agreed that the current job description on file is what is expected with a few minor changes such as page 3 under Knowledge, Skills and Abilities removing the second bullet (Ability to accurately type at least 25 wpm). After further discussion it was decided to have all of the job descriptions sent to the full board for review and they would give the staff the changes needed. The committee also requested job descriptions from the Atlanta area.

Discussion of Stakeholder Survey

Commissioner Gregory Curtis asked Richard McCall, Interim President & CEO, to give an overall review of the results of the survey.

After the review, due to the low number of responses, the Committee asked that the survey be sent out again as a stand-alone email blast showing a headline similar to “Last Chance”, with a direct link to click on in order to complete the survey and a deadline of one week.

Discussion of IDA Top Executive Profile and Salary Survey Information

It was confirmed by staff that the 2019 survey the members were given, was the most current survey available. In reviewing the survey, they felt we are in a good position for recruiting. The Committee requested staff provide them with a side-by-side comparative on one sheet so they can study it further.

Discussion of Search and Selection Process

The Committee request a copy of the Quote document previously used for their review so they can make sure the expectations are clear. They also agreed not to rush the process as it is too important to the entity.

What is needed at this point are additional job descriptions from Atlanta, San Antonio, and DC along with the comparison sheet of the person holding the position. The Committee will meet to discuss these two items and present their findings to the full Board at the upcoming DDD Board Retreat.

Old Business – No old business

New Business – No new business

Public Comments – No public comments

Executive Session – No Executive Session

Adjournment – Co-Chair, Commissioner Carla Major requested a motion to adjourn the meeting. Moved by Commissioner Leo Marsh, supported by Co-Chair, Commissioner Gregory Curtis; motion carried unanimously. The meeting adjourned at 5:06 pm.