



Tuesday, October 30, 2012 - 2:00 p.m.

Downtown Investment Authority
CEO SEARCH COMMITTEE

AGENDA

Members:

Don Shea, Chair CEO Search Committee
Oliver Barakat, Committee Member
Melody Bishop, Committee Member
Kay Harper, Committee Member

I. CALL TO ORDER

II. ACTION ITEMS

Job Criteria & Selection Process for CEO

- Schedule
- Job Criteria
- Solicitation
- Selection

III. PUBLIC COMMENTS

IV. ADJOURNMENT

Next Scheduled Meeting: TBD



Tuesday, October 30, 2012 – 2:00 p.m.

CEO SEARCH COMMITTEE MEETING MINUTES

The CEO Search Committee of the DIA met at 2 p.m. prior to the 3 p.m. Regular DIA meeting in Boardroom 851 of the Ed Ball Building located at 214 N. Hogan Street.

Board Members Present: Chair Harris; Chair of the CEO Search Committee Don Shea; Board member O. Barakat; Board member M. Bishop; and Board member K. Harper were in attendance.

Attendees: Jason Gabriel with OGC; Paul Crawford, OED Acting Executive Director; Eric Lindstrom, OED; and Michelle Stephens, recording secretary.

I. CALL TO ORDER

Chair Harris called the CEO Search Committee meeting of the DIA to order at approximately 2:10 p.m.

Chair of the CEO Search Committee, Don Shea advised the committee that around the country there are currently 11 CEO searches underway, which is unusual. He noted that the number of current open positions could make the playing field and competition more difficult. Of the 11 open job announcements, Board member Shea chose three for the committee's review and consideration for the Jacksonville DIA CEO position. They included Georgetown Business Improvement District, Downtown Norfolk Council, and Downtown Phoenix, Inc.

Referencing the Enacting Legislation of the DIA (2012-364-E), Board member Shea suggested that the search for a CEO run simultaneously with the City Council process. Mr. Gabriel provided an overview of the Council process. The committee discussed the timeframe for submittal to City Council. In order for the legislation to be introduced and approved by Council by the end of the year, the legislation would need to be prepared and ready for introduction at the November 13, 2012 City Council meeting. It was the consensus of the committee that they did not want to wait until January for Council approval. The committee discussed introducing the legislation as an emergency, if necessary.

Board member Shea suggested and asked the committee their thoughts to engage a professional consultant for the search, noting the extent of time the search would involve for committee members and the experience needed for the process of conducting the search themselves. It was the consensus of the committee that a professional search consultant engage in the process.

Whether or not there was money in the DIA budget for the DIA to hire a search firm was discussed. The committee discussed whether to submit the legislation for the CEO criteria and selection process together with the budget request (cost of hiring a professional search team) or

introduce separately. It was the consensus of the committee to introduce the two separately with the introduction of the legislation related to the CEO criteria and selection process taking precedence.

Mr. Crawford commented that he thinks the OED Professional Services account has the funding in their budget, adding that he also thinks the city may already have a contract with a firm to conduct the search. He offered to follow up with Jarik Conrad in Human Resources and report back to the committee.

The committee questioned if the firm already contracted by the city was qualified for the specific search the DIA was seeking and if not suggested exploring the possibility of hiring an alternative firm, possibly sole source. Board member Shea noted that the cost to hire a professional search consultant runs approximately 30% of the hiring CEO's first year compensation and can include other various elements, so the 30% is a ballpark figure.

The committee agreed unanimously to hire a professional search team for the CEO DIA position.

The committee agreed unanimously for Board member Shea to integrate key elements from the three job announcements and agreed to hold a special meeting prior to the regularly scheduled November 14, 2012 DIA meeting to bring the proposed job criteria and selection process for the DIA CEO before the full board for review and approval for introduction to City Council at its November 13, 2012 meeting. Michelle Stephens will poll the board members for a quorum on Monday, November 5, 2012.

II. ADJOURNMENT

There being no further business, or public speakers, Chair Harris adjourned the meeting at approximately 2:59 p.m.

Witness

Downtown Investment Authority

Donald Harris, Chairman

Print Name: _____

Vote: In Favor: _____ Opposed: _____ Abstained: _____