

**OFFICE OF THE CITY COUNCIL**

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**TOURIST DEVELOPMENT COUNCIL STAFF SEARCH SUBCOMMITTEE**

**MEETING MINUTES**

**Friday, November 2, 2018**

**1:00 P.M.**

**City Council Conference Room A**

**Suite 425, City Hall**

**Present**: Subcommittee Members Lori Boyer (Chair), Barbara Goodman, Steve Grossman

**Also**: Diane Moser and Leah Hayes – Employee Services Department; Jeff Clements – Council Research Division

Chairwoman Boyer convened the meeting at 1:00 and the attendees introduced themselves for the record.

Diane Moser, Director of the Employee Services Department, distributed binders with information on the 4 candidates for the position of TDC Administrator to be interviewed today, including résumés, cover letters (if provided), and the results of telephone interviews, social media searches and college degree checks. The department received 54 applications for the position, ranked the top 10 most qualified, and invited 5 for interviews. One of those 5 subsequently withdrew their name, so the committee will initially interview 4 candidates. The department created a standard set of 14 interview questions to be posed to each of the candidates by the committee. Ms. Moser gave suggestions for conducting the interviews fairly and in a timely manner. Chairwoman Boyer asked her to speak up if, at any point during the interviews, either a candidate or a member of the committee says anything that may be problematic or subject to future challenge, so as to avoid any legal difficulties. After the interviews are complete the subcommittee will decide how to proceed – is there a clearly superior candidate to recommend to the full TDC for selection? Should another round of interviews with the next tier of candidates be conducted? Are none of the candidates suitable, meaning that Employee Services will be requested to expand the search? Ms. Moser reminded the group to take notes on their impressions of the candidates and their answers to the questions, keeping in mind that the notes are a public record that must be released upon request.

Candidate Sarah Maples was interviewed between 1:15 and 1:48 p.m.

Candidate Heidi Brocks was interviewed between 1:55 and 2:35 p.m.

In the interval before the next candidate’s arrival Ms. Moser distributed binders of the applications, résumés and cover letters for the top candidates for the Executive Director position. A total of 30 applications were received, which the Employee Services Department reviewed and ranked as A, B or C quality candidates. Only A and B candidate materials are included in the binders, and the department selected 6 top candidates (A candidates “above the line”) to schedule for interviews next Friday, November 9th. Ms. Moser asked the committee to review the materials and inform her if they wanted any of the A candidates from “below the line” or B candidates to be moved above the line for interviews by early next week. Since the committee can’t discuss the candidates outside of a noticed meeting, it was decided that any committee member who wants to suggest that an additional candidate be added to the interview list should send that request to Ms. Moser. If she receives requests from 2 or more committee members to add the same candidate to the interview list, she will attempt to schedule them for next Friday. A standard list of questions will be developed by Employee Services for the Executive Director interviews, which will be circulated to the members late next week.

Ms. Boyer noted that she had received a résumé and phone call directly from an Executive Director candidate who did not submit through the Employee Services application process. Given the quality of applicants for that position, which she has already reviewed, she did not feel it would be appropriate to add this candidate to the pool for consideration.

Commissioner Grossman said he believes the TDC needs to think about what tasks it can delegate to the new Executive Director to reduce the burden on the full commission and especially the Council President as the TDC Chair. He felt it would be helpful if the Executive Director could pre-screen a number of the typical agenda items before meetings and present the TDC with recommendations for discussion and ratification. Ms. Boyer said that the Office of General Counsel has been insistent that the TDC vote on every item requiring the TDC’s action.

Ms. Boyer said that she would be touring City Hall on Monday with a representative from the Public Buildings Division looking for appropriate office space for the two TDC employees. She would prefer a location with some easy visibility – either opening directly off of the atrium or a main hallway – so that the substantial number of people who come to transact business with the TDC can easily find the office.

The committee was in recess from 2:56 to 3:03 p.m.

Candidate Barbara Von der Osten was interviewed from 3:03 to 3:34 p.m.

The committee discussed the salary level for the positions. The TDC budgeted for a salary in the middle of the salary range, and it will be up to Employee Services to determine a recommended starting salary based on the qualifications of the candidates who are selected. In response to a question from Chairwoman Boyer about the number of candidates who have previous job experience in law firms, Leah Hayes said that she believed the contract compliance aspects of the job may have attracted candidates with that particular skill set and experience.

The committee was in recess from 3:44 to 3:53 p.m.

Candidate Krisanne Bentley was interviewed from 3:53 to 4:33 p.m.

The committee discussed the strengths and weaknesses of the candidates and determined that Ms. Bentley and Ms. Von der Osten did not match the qualifications of the other two candidates, so concentrated their attention of the comparative qualifications of Ms. Maples and Ms. Brocks. After discussing their respective strengths, the committee decided to recommend Ms. Maples to the full TDC for appointment to the TDC Administrator position.

The meeting was adjourned at 4:45 p.m.

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Posted 11.2.18 5:30 p.m.

Tape – TDC Staff Search Subcommittee 11.2.18 meeting – Legislative Services Division