



OFFICE OF THE CITY COUNCIL

Tourist Development Council
OFFICE: (904) 630-7625
FAX: (904) 630-2906
E-MAIL: REMerritt@coj.net

117 West Duval Street, Suite 425
4th Floor, City Hall
Jacksonville, FL 32202

A G E N D A

TOURIST DEVELOPMENT COUNCIL SPECIAL MEETING

Council President Aaron L. Bowman, TDC Chairman

Monday, November 19, 2018

3:30 P.M.

117 West Duval Street

City Hall, Fourth Floor, Suite 425

Conference Room A

I. CALL TO ORDER

Roll Call

City Council President Aaron Bowman, Board Chairperson
City Council Vice President Scott Wilson, Board Vice Chairperson
City Council Member Lori N. Boyer, Board Member
Barbara Goodman, Board Member
Steven Grossman, Board Member - EXCUSED
Kirit Patidar, Board Member – EXCUSED
Craig Smith, Board Member
Dawn Southworth, Board Member
Jeffrey Truhlar, Board Member – EXCUSED

Rachel Merritt, Interim TDC Staff
Sondra Fetner, Interim TDC Staff
Jeff Clements, Chief of Research
Kim Taylor, Assistant Council Auditor
Phillip Peterson, Council Auditor's Office
Lawsikia Hodges, Deputy General Counsel

Meeting Convened

Meeting Adjourned:

II. Introduction – Council President Aaron Bowman, TDC Chairman

III. TDC Staffing Update – Executive Director

- TDC Staff Search Committee

Council Member Lori Boyer

Public Comments

Action Item: _____

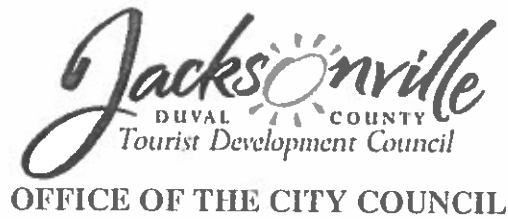
IV. Public Comments

V. Closing Comments

- Next Regular Meeting – January 10, 2019

VI. Adjourn

*****Other Items may be added or deferred at discretion of the Chair.*****



Tourist Development Council
OFFICE: (904) 630-7625
FAX: (904) 630-2906

117 West Duval Street, Suite 425
4th Floor, City Hall
Jacksonville, FL 32202

**TOURIST DEVELOPMENT COUNCIL STAFF SEARCH SUBCOMMITTEE
MEETING MINUTES
Friday, November 9, 2018
8:45 A.M.
Lynwood Roberts Room
1st floor, 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 8:50 a.m. and the attendees introduced themselves for the record.

Diane Moser, Director of the Employee Services Department, distributed binders with information on the 6 candidates for the position of TDC Executive Director to be interviewed today, including résumés, cover letters (if provided), and the results of telephone interviews, social media searches and college degree and reference checks. The department received 30 applications for the position, ranked the top 6 most qualified and invited them for interviews. No TDC members recommended that any additional candidates from the “below the line” list be included for interviews. Ms. Moser said that three reference checks have been completed for each candidate and there are summary reports of those checks for most, but not all, of the candidates in the packets.

Ms. Boyer said that she had recommended after her review of the preliminary question list distributed last week that an additional question be added regarding interpretation of data and making recommendations to the board. Ms. Moser said that it was included as #7 on the revised list. She also slightly revised question #3 regarding evaluating and assessing marketing proposals.

Ms. Boyer informed the Employee Services representatives about the TDC’s decision yesterday to make an offer to Sara Maples as the TDC Administrator at a salary of \$63,000. Ms. Moser will prepare the offer letter for Council President Bowman’s signature. The TDC also agreed to hold a special meeting in December if today’s meeting produces a preferred Executive Director candidate to make an official selection.

Candidate Lillian Graning was interviewed between 9:03 and 9:50 a.m.

Ms. Boyer asked Diane Moser to speak to Ms. Graning about her thoughts regarding the pros and cons of the TDC potentially being co-located with Visit Jacksonville in the same office space.

Candidate Dawn Decaminada was interviewed between 9:59 and 10:43 a.m.

The committee discussed the degree to which experience in another Florida jurisdiction translates to the Jacksonville context. Ms. Boyer noted that a lot has changed in the way Florida TDCs operate in the last 2 years since Speaker of the Florida House Richard Corcoran issued surveys to TDCs around the state asking questions about their operations and compliance with Florida law. Mr. Grossman discussed board/staff relations and the importance of the new TDC staff members developing good relations with other City departments that assist the TDC in its work.

Candidate James Loggins was interviewed between 10:57 and 11: 35 a.m.

The meeting was in recess from 11:35 a.m. to 12:45 p.m.

Candidate Steven Bagley was interviewed between 12:50 and 1:31 p.m.

Candidate Christopher Webster was interviewed between 1:58 and 2:39 p.m.

The committee discussed the varying answers given by several candidates about the question on handling public meetings, which did not really address the issues surrounding Florida's Government in the Sunshine law that was the TDC's primary interest.

Candidate Vanessa Williams was interviewed between 3:04 and 3:56 p.m.

The group consensus was that the first candidate of the day, Lillian Graning, was clearly the top applicant and should be offered the job. The group discussed a second place selection in the event that an agreement couldn't be worked out with Ms. Graning. It was decided to forward just the top recommendation and deal with a second choice selection in the event that the need arises, possibly looking at additional candidates beyond those interviewed today to find a different skill set. Leah Hayes of Employee Services said that Ms. Graning is earning \$85,000 in her current job. The range for the job is \$68,000 to \$110,000. Councilor Grossman suggested a starting salary of \$90,000 with the possibility for a \$5,000 raise after the first year depending on performance. Ms. Boyer will contact Council President Bowman to schedule a special TDC meeting to hear the subcommittee's recommendation and Ms. Hayes will discuss the subcommittee's decision with Diane Moser.

The meeting was adjourned at 4:08 p.m.

Jeff Clements, Council Research Division

jeffc@coj.net 904-630-1405

Posted 11.13.18 10:30 a.m.

Tape – TDC Staff Search Subcommittee 11.9.18 meeting – Legislative Services Division