

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, October 7, 2020

Place: Virtual Meeting: Zoom link: <https://us02web.zoom.us/j/81459095658>
Phone: 877-853-5257 Meeting ID: 814 5909 5658 Passcode: 766994

Time: 11:00 a.m.

Present: Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Darren McKinnon, Susan Pollay (ex officio)

Absent: None

Others: Robert Guenzel/DDA Board, John Fournier/City

Staff: Kelley Graves, Sara McCallum, Maura Thomson

Public: Members of the public were on the Zoom but did not identify themselves

Executive Director Search. Ms. Letaw said that the Committee had asked Mr. Fournier to attend the meeting to share information from the City's recent executive level searches. Mr. Fournier explained the many services provided by a good search firm. This could include visioning sessions with the board to help shape a job description, grading the salary, developing timeline and recruitment plan, conducting phone screening, providing a list of semi-finalists or finalists, and assisting with the interview process. He suggested that all search firms provide essentially the same services, and the primary difference is their fees. He said it is important to ask the firm to identify its network for cultivating candidates locally, regionally and nationally and their proven success getting diverse candidates hired. Mr. Fournier said the City would be able to assist with candidate background checks. There was discussion about the framework for candidate interviews including panel format, requiring a written component and having candidates ask the questions. Committee member questions were asked and answered. There was agreement to schedule another special Executive Committee meeting this month to continue the work on the search process. Ms. Pollay suggested that at this meeting a draft resolution to appoint Maura Thomson as Interim Director be discussed.

Agenda Review. The Committee reviewed the October board meeting agenda. Ms. Pollay noted that no members of the public had signed up yet to speak.

Public Comment. Mr. Diephuis said he found the discussion very informative and he appreciated the committee's work to find the right candidate.

Adjournment. There being no other business, the meeting adjourned at 11:45 am.

Respectfully submitted,
Susan Pollay, Executive Director