

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Special/Non-regularly Scheduled Executive Committee Meeting
Tuesday, September 15, 2020

Place: Virtual Meeting-Zoom link: <https://us02web.zoom.us/j/86002265682> or by phone 877-853-5257 (US Toll-free) Meeting ID: 860 0226 5682 Password: 606711

Time: 10:00 a.m.

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

Absent: None

DDA Staff: Sara McCallum, Maura Thomson, Jada Hahlbrock, Kelley Graves

Public: None

Guidelines: Ms. Letaw read the virtual meeting guidelines outlining the authority to hold electronic meetings during the COVID-19 pandemic to conduct necessary business of public bodies as outlined in Governor Whitmer's Executive Order #2020-154.

Executive Director Transition Process: Ms. Thomson summarized the discussion she and Ms. McCallum had with Mr. Fournier, Assistant City Administrator, regarding the DDA Executive Director search process. Mr. Fournier offered his support and shared his insights regarding benefits of using a search firm. He also offered City assistance with a salary survey. Ms. Thomson shared a potential list of search firm responsibilities. She reinforced that the Executive Committee will have input on search timeline, number of candidates brought forward, job description and, interview questions. Questions were asked and answered.

Ms. Thomson shared the list of firms that had submitted responses to the City's recent HR Director RFP. Pros and cons of selecting a firm from this list were discussed; also discussed was whether the candidate search would be local, regional, or national. Ms. Thomson said she would share the link to the City's RFQ with the Committee. The Committee requested a copy of the CIC project values list adopted by the Board at its last meeting. There was general consensus that the DDA should issue its own RFQ rather than work from the City's list of responses. Ms. Pollay suggested and the Committee agreed that it would be helpful to have Mr. Fournier join the regularly scheduled October 7th Executive Committee meeting to answer questions and share his insights.

Public Comment: None.

Adjournment. There being no other business, the meeting adjourned at 10:50 am.

Respectfully submitted,
Susan Pollay, Executive Director