

**PORT OF NEWPORT
MINUTES
September 9, 2013
SPECIAL MEETING**

I. CALL TO ORDER

Commission Vice-President David Jincks called the special meeting of the Port of Newport Board of Commissioners to order on Monday, September 9, 2013, at 12:00 p.m. in the South Beach Marina Activities Room, 2120 SE Marine Science Drive, Newport, OR, the same being within the boundaries of the Port District.

The purpose of the special meeting was to discuss the search process for the General Manager's position.

Commissioners Present: David Jincks, Vice-President; Walter Chuck, Secretary; Lloyd "Oly" Olson, Treasurer.

Commissioner Excused: JoAnn Barton, President; Dean Fleck, Assistant Secretary-Treasurer.

Port of Newport Management and Staff: Don Mann, General Manager; Maureen Keeler, Special Projects Manager; Patty Benjamin, Administrative Assistant.

Others Present: Bill Barton, Newport resident; George Dunkel, Special Districts Association of Oregon.

II. GENERAL MANAGER SEARCH PROCESS

The chair noted that some of the commissioners had questions about the ongoing process so he introduced George Dunkel, Special Districts Association of Oregon (SDAO), and asked him to provide an update and overview of the search for a new General Manager for the Port of Newport. Dunkel said the initial search period had ended a couple of weeks before and the search committee had met to review the twenty-one resumes and letters of introduction that had been received. A decision was made to extend the search period, which changed the process timeline, and the job announcement and job description were amended to attract a broader spectrum. Copies of the revised job description, job announcement, and draft timeline had been distributed to the commissioners and staff. Dunkel reviewed the action taken by the commission at the July 23, 2013 regular meeting, where the job description, benefit package, and process timeline were initially approved. He added that the search committee had been appointed to help him with the process and screen the applicants down to 2 or 3 for the board to interview.

In answer to questions from Commissioner Olson, Dunkel said that the search committee was allowed to meet in executive session to protect confidentiality; it was not necessary to establish a charter or resolution for the search committee; and it was not a common practice to have Port staff members as part of the search committee.

In answer to questions from Commissioner Chuck, Dunkel said having a third commissioner on the search committee would change the committee meeting into a board meeting, and change the committee's recommendations to board decisions. Chuck said he had been asked why ILWU Local 53 was not represented on the search committee. Commissioner Jincks said there had been no discussion of excluding the labor force but the committee represented geographical locations within the Port District. He added that the current General Manager, Don Mann, had participated in developing the list of nine names, based on those individuals' availability to participate and move through the process in a timely manner. He said he felt that involving the public and citizens in the selection process would deliver better results than if the selection was left only to the board, and cited Don Mann, who had been selected through a public search process eighteen years ago, as an example.

In answer to a question from Commissioner Olson, Dunkel said the search committee and board members would be provided with a cadre of interview questions, and preliminary interviews might be conducted via Skype.

III. AMENDMENT TO GENERAL MANAGER JOB DESCRIPTION

The "Preferred Experience, Training and Knowledge" area in the job description had been changed to broaden recruitment.

Commissioner Olson moved to approve the change in the General Manager job description. Commissioner Chuck seconded the motion and it passed 3-0.

IV. EXTENSION OF GENERAL MANAGER JOB ANNOUNCEMENT

The job announcement had been revised to highlight the commercial and sport fishing fleets and the fact that Newport is Oregon's busiest commercial and recreational port. Some qualifications for the position had been broadened and a starting salary would not be listed but would be negotiable and commensurate

with qualifications and experience. The announcement directs candidates to the Port's website for information on the Port and the community. The application period had been extended to October 24, 2013.

Commissioner Olson moved to approve the extension of the General Manager job announcement. Commissioner Chuck seconded the motion and it passed 3-0.

A discussion followed about arranging a reception for the final candidates the night before final interviews.

Dunkel will provide an update on the process for the regular commission meeting in September.

V. PUBLIC COMMENT

There was no public comment.

VI. OTHER

General Manager Don Mann noted that his retirement date might be moved up to December 1 but he would make himself available on a contract basis until the new General Manager's tentative start date of February 1, 2014. Administrative Assistant Patty Benjamin is also planning to leave in December but would be willing to fill in during that time period as well. Mann suggested that the new General Manager might want to hire the administrative assistant position.

A brief discussion followed about travel compensation for the final candidates.

VII. ADJOURNMENT

There being no further business to come before the Special Meeting of the Port Commission, the meeting was adjourned at 12:50 p.m.

ATTEST

David Jincks, Vice- President

Walter Chuck, Secretary

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