



REGIONAL PLANNING COMMISSION

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MINUTES
REGIONAL PLANNING COMMISSION (RPC)
DIRECTOR OF REGIONAL PLANNING RECRUITING SUBCOMMITTEE
Tuesday, September 11, 2007, 11:30 a.m.

The RPC Director of Regional Planning Recruiting Subcommittee met in the Truckee Meadows Regional Planning Agency Conference Room, 1 East First Street, Suite 1100, Reno, Nevada and conducted the following business:

The meeting was called to order by Chair Weber at 11:40 a.m.

1. ROLL CALL

Commissioners present: William Weber, Scott Barnes, and Dennis Romeo.

Also present: Norman Azevedo, Legal Counsel; Patricia Rogers, TMRPA; Joy Randall, TMRPA; and Chris Syverson, City of Sparks.

2. APPROVAL OF THE AGENDA

COMMISSIONER ROMEO MADE A MOTION TO APPROVE THE SEPTEMBER 11, 2007, AGENDA, SECONDED BY COMMISSIONER BARNES. THE MOTION CARRIED UNANIMOUSLY WITH THREE (3) MEMBERS PRESENT.

3. PUBLIC COMMENT

None

4. BUSINESS OF THE DAY

- A. Consideration of search criteria for the Director of Regional Planning, including but not limited to, advertisement language, recruiting time line, etc.

Chris Syverson, City of Sparks, stated that the information for the job posting and the job description were taken from existing contracts and previous notices. Ms. Syverson stated that she will review a draft calendar of events for approval. Ms. Syverson also addressed the possibility of including a supplemental questionnaire with the application process.

Commissioner Barnes asked if a background check is done. Ms. Syverson responded that they normally do a background check after an initial candidate identification has been made.

Commissioner Barnes asked if personality profile testing is done. Ms. Syverson responded that they do not do that.

Chair Weber asked how specific the criteria will be. Ms. Syverson responded that the first screening is based on a review of qualifications. After that it becomes more subjective where

it is decided how well the candidates meet the job duties of the position. In order to do that, Ms. Syverson suggested using a supplemental questionnaire and asked for input on the questions to be used.

Chair Weber suggested including a question regarding community involvement outside the job responsibility.

Ms. Syverson reviewed some possible questions for the questionnaire. The questionnaire is used to narrow the field. Ms. Syverson stated that they could come up with a scoring system to rank how well the questions are answered. The questionnaire also provides an example of the applicants' writing skills.

Chair Weber asked when the questionnaire would be given to the applicants. Ms. Syverson responded that it would be part of the application process.

Chair Weber suggested including a question regarding ties to the community. Ms. Syverson responded that could be done in the supplemental questionnaire or in the interview process.

Chair Weber suggested including a question in the process regarding personnel actions.

Commissioner Barnes asked if this would be an assessment center process or an interview panel. Ms. Syverson responded that has not yet been determined.

Chair Weber asked if assessment center members need to be elected officials. Norman Azevedo, Legal Counsel, responded that it would not be the Regional Planning Governing Board (RPGB) but the RPC.

Commissioner Romeo asked if the three names will be a referral to the RPGB. Mr. Azevedo responded yes and stated that the RPGB will choose from the three names. The RPGB is not bound by the three names provided and is able to say no and ask for more names.

Commissioner Romeo stated that this process should be streamlined to be as quick as possible and asked about the time line. Ms. Syverson responded that she is proposing to open the recruitment on Friday. In order to do that, the supplemental questionnaires and the time table need to be agreed on.

Chair Weber asked if the supplemental questionnaires need to be reviewed as a group. Ms. Syverson responded that they generally try to review them all together at the same time in order to allow the group to discuss responses.

Commissioner Barnes asked if a limit can be set for the answers. Ms. Syverson responded yes.

Chair Weber recommended scheduling these subcommittee meetings on the same day as the regular RPC meetings. There was some discussion regarding the timing of the process and noticing for meetings. It was decided to move the deadline for applications to October 9 and to review the applications on October 10 at 10:00 a.m.

Chair Weber stated that he felt the applications should be reviewed and rated individually rather than as a group. Commissioner Romeo stated that he would prefer to review them as a group. Commissioner Barnes agreed with Chair Weber and stated that he would prefer

reviewing them on his own and to be able to sleep on it. Ms. Syverson stated that she would then need to close recruitment on October 8. There was some discussion regarding getting the applications distributed to the subcommittee members.

Joy Randall, Administrative Services Manager, asked Mr. Azevedo if the subcommittee meeting to review the applications is an open meeting. Mr. Azevedo responded that he will check into that.

There was some discussion regarding the timing of the background check. Mr. Azevedo suggested deciding on the timing of the background check once they have the candidates.

Chair Weber asked if it has been decided whether or not the subcommittee will conduct actual interviews. There was some discussion regarding making room in the time line for interviews. Mr. Azevedo suggested including the interview date in the job posting.

Commissioner Romeo asked if the background check could be initiated on October 11. Ms. Syverson responded that she could send them a packet on October 11. Commissioner Romeo stated that the background check should be back in time for the interview.

There was some discussion regarding the level of background check to be done. Chair Weber stated that his concerns would be to verify certificates and education and some type of character background check. Ms. Syverson stated that character background checks are normally handled by the Police Department and that she would have to find out what is available in that area.

It was decided that this subcommittee will meet at 5:00 p.m. on September 26, just before the RPC meeting. Ms. Syverson stated that she will bring background check information and sample interview questions to the next meeting.

Ms. Syverson stated that normally there is not a lot of detail about the job in the ad copy. The detailed information will be on the web site. Mr. Azevedo stated that he is apprehensive about advertising a salary range and that he does not want the RPC to get in a position where it is binding the RPGB. Mr. Azevedo recommended stating in the ad that salary is dependent on experience.

Ms. Syverson stated that a list of the benefits will be included on the web site. Ms. Syverson stated that the questions for the supplemental questionnaire need to be ready before Friday.

There was some discussion regarding the questions that should be included in the supplemental questionnaire. It was decided that question number 1 from the list of proposed questions will be split into two questions. Questions number 3 and 4 will also be included in the supplemental questionnaire. Ms. Syverson stated that she will come up with a media question. Personnel actions will probably be handled during the interviews or assessment center.

It was decided that the ad will be run in the paper starting Sunday, September 16 for four consecutive Sundays. Ms. Syverson stated that the information on the web site will state that interviews are scheduled for October 17. Finalists will be presented to the RPC on October

24 and to the RPGB on November 8, with a potential start date of December 1. Ms. Syverson confirmed that this will be posted at all the personnel departments.

Mr. Azevedo asked Ms. Randall for an email on what the last salary range advertised was for the two previous Directors.

Mr. Azevedo stated that he will check on the open meeting requirement. Mr. Azevedo stated that if the salary range has not been advertised previously, his recommendation would be not to advertise it at this time.

5. REQUESTS FOR AND POSSIBLE ACTION ON FUTURE AGENDA ITEMS

None

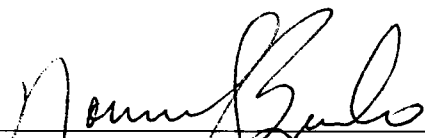
6. ADJOURNMENT

The meeting was adjourned at 12:40 p.m.

Respectfully submitted by Christine Birmingham.

Reviewed by:

Approved by:



Norman Azevedo, Legal Counsel
Truckee Meadows Regional Planning Agency



William Weber, Chair
Regional Planning Commission

APPROVED BY THE REGIONAL PLANNING COMMISSION IN SESSION ON
10/10, 2007.