



REGIONAL PLANNING COMMISSION

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Kendall Mattina, Vice-chair
Scott Barnes
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Tom Lean
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Dennis Romeo
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Rosanna Coombes, Interim Director

MINUTES
REGIONAL PLANNING COMMISSION (RPC)
DIRECTOR OF REGIONAL PLANNING RECRUITING SUBCOMMITTEE
Tuesday, October 10, 2007, 10:00 a.m.

The RPC Director of Regional Planning Recruiting Subcommittee met in the Wilbur May Museum, Double Diamond Room, Rancho San Raphael Park, 1595 North Sierra Street, Reno, Nevada and conducted the following business:

The meeting was called to order by Chair Weber at 10:00 a.m.

1. ROLL CALL

Commissioners present: William Weber and Dennis Romeo.

Commissioners absent: Scott Barnes.

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

2. APPROVAL OF THE AGENDA

COMMISSIONER ROMEO MADE A MOTION TO APPROVE THE OCTOBER 10, 2007, AGENDA, SECONDED BY COMMISSIONER WEBER. THE MOTION CARRIED UNANIMOUSLY WITH TWO (2) MEMBERS PRESENT.

3. PUBLIC COMMENT

None

4. APPROVAL OF MINUTES

A. September 11, 2007

COMMISSIONER ROMEO MADE A MOTION TO APPROVE THE SEPTEMBER 11, 2007, MINUTES, SECONDED BY COMMISSIONER WEBER. THE MOTION CARRIED UNANIMOUSLY WITH TWO (2) MEMBERS PRESENT.

5. BUSINESS OF THE DAY

A. Consideration of search criteria for the Director of Regional Planning, implemented by the RPC.

Chris Syverson, City of Sparks Human Resources, stated that the position was advertised in the Reno Gazette Journal and on-line. Nine (9) applications have been received. The plan for today is that the candidates submitted will be reviewed and finalists will be identified.

Next week is scheduled for interviews. Ms. Syverson stated that she has information regarding background checks if it is decided to initiate that step.

- B. Consideration and review of applications and supplemental questionnaires for the position of the Director of Regional Planning.

Chair Weber asked Commissioner Romeo how he would like to proceed. Commissioner Romeo responded that he has reviewed the applications and has narrowed them down to four (4) that he feels are reasonable candidates.

Chair Weber asked Ms. Syverson for her professional opinion on whether any of the nine (9) applicants do not meet the criteria. Ms. Syverson responded that there are two that do not meet the criteria and should not be considered. Ms. Syverson stated that she would disqualify Shannon Canfield on lack of education and Don Williamson on lack of experience.

Commissioner Romeo stated that information narrows his list down to three candidates.

Ms. Syverson stated that she brought copies of the job posting for reference and a rating sheet for each candidate that can be used as a tool to narrow the list.

Chair Weber stated that they may be able to bypass some of this if the subcommittee agrees on the top three (3) candidates. Chair Weber asked if the RPGB just wants three names or if they want the names rated. Norm Azevedo, Legal Counsel, responded that rating the three candidates is up to the discretion of this subcommittee and the RPC.

Ms. Syverson asked if the subcommittee refers to the RPC and they can rank or not rank. Mr. Azevedo responded that this subcommittee could rank them. The RPC ultimately creates the list of three (3) candidates at the recommendation of this subcommittee and there is no statutory obligation to rank them.

Chair Weber stated that he would prefer to rate the candidates after the interview process. Commissioner Romeo agreed.

- C. Selection of qualified candidates to be interviewed at the next Director of Regional Planning Recruiting Subcommittee meeting.

Chair Weber asked Commissioner Romeo what names he came up with. Commissioner Romeo responded that after reviewing the applications he came up with Rosanna Coombes, Phil Caterino, and Greg Evangelatos. Chair Weber stated that those are the same names he came up with.

Chair Weber stated that if Ms. Syverson agrees that these three candidates meet the minimum requirements, he would like to forward those names unrated.

Ms. Syverson asked if Chair Weber is suggesting forwarding those names to the interview stage or to the RPC for consideration. Chair Weber asked if the plan is to interview the candidates prior to submitting them to the RPC. Ms. Syverson responded that the calendar includes dates scheduled for the subcommittee to conduct the interviews on October 17 and to present the candidates to the RPC on October 24.

Chair Weber stated that once the interview process is completed they will do an evaluation and rate the candidates. Once they are rated, they will be submitted to the RPC.

Commissioner Romeo stated that he will not be able to attend the October 24 RPC meeting.

Commissioner Romeo asked if the applicants will get a letter thanking them for their time. Ms. Syverson stated that their response would normally be a letter thanking them for their interest and letting them know that the field has been narrowed.

There was some discussion regarding sample questions for the interview stage. Chair Weber asked Mr. Azevedo if it would be considered a public meeting if the subcommittee members correspond with Ms. Syverson via email regarding the questions. Mr. Azevedo responded no, as long as the members each individually respond and do not deliberate amongst themselves.

Chair Weber asked Ms. Syverson to email the questions to the subcommittee members who will individually respond to them and add or delete questions. Chair Weber also asked Ms. Syverson to use her professional opinion as a Human Resources Director to come up with eight to ten questions.

There was some discussion regarding the location and time for the interviews. It was decided to begin the interviews at 9:00 a.m. at Sparks City Hall. Ms. Syverson stated that she will confirm with Joy Randall, TMRPA, later today as to which conference room will be used.

There was some discussion regarding the different levels of background checks that can be done. It was decided to include the following: federal court records, civil records (7 years), criminal history records (10 years), credit report, bankruptcy records (10 years), education verification, employment verification, and DMV check.

Ms. Syverson will contact the three candidates by phone to notify them of the interview schedule and to ask them to sign the release forms so that the background check process can begin.

Ms. Syverson summarized that she will email some suggested interview questions to the subcommittee and legal counsel, schedule the candidates first by phone and then by follow-up letter for interviews on October 17 beginning at 9:00 a.m., and have each of the candidates complete a release form for a background check and initiate that today.

Chair Weber stated for the record that the three current recommended candidates are Rosanna Coombes, Phil Caterino, and Greg Evangelatos. Chair Weber also stated for the record that the subcommittee members are returning all of the paperwork for the applicants to Ms. Syverson.

Ms. Syverson stated that she will be attending tomorrow's RPGB meeting to provide a summary of what has been done so far and to have the RPGB think about what they want to do once they get the three names.

6. LEGAL COUNSEL'S REPORT

None

7. REQUESTS FOR AND POSSIBLE ACTION ON FUTURE AGENDA ITEMS

None

8. ADJOURNMENT

The meeting was adjourned at 10:30 a.m.

Chair Weber re-opened the meeting at 10:31 a.m.

[This portion of the meeting was not captured on the audio disc.]

Chair Weber asked if Commissioner Barnes should not participate in the interview process since he was not in attendance today and because he has worked with one of the candidates.

Mr. Azevedo responded that not attending a subcommittee meeting would not preclude Commissioner Barnes from participating in the interview process since the minutes can be reviewed. Mr. Azevedo recommended that Commissioner Barnes abstain from interviewing the candidate that has worked for him.

Ms. Syverson stated that for consistency it would be better if the same people interviewed all of the candidates.

Mr. Azevedo stated that he will contact Commissioner Barnes to ask him to recuse himself from the interview process and to give him the option of sending an alternate for Sparks.

The meeting adjourned at 10:35 a.m.

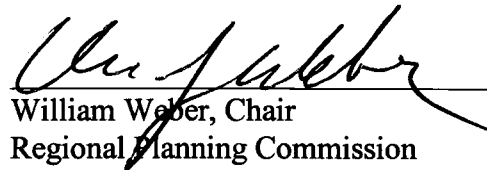
Respectfully submitted by Christine Birmingham.

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
10/17, 2007