



CITY OF KIRKLAND
Department of Finance & Administration
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MEMORANDUM

To: Kurt Triplett, City Manager

From: Kathi Anderson, City Clerk
Tracey Dunlap, Director, Finance and Administration

Date: February 28, 2012

Subject: Board and Commission Interview Selection Committee Recommendations

RECOMMENDATION:

Council consider the Board and Commission Interview Selection committee's recommendations.

BACKGROUND DISCUSSION:

At Council's February 21st regular meeting, they appointed an Interview Selection Committee to make recommendations on which applicants to interview in the current recruitment process as well as some aspects of the interview process itself. Councilmembers Asher, Sternoff and Walen have subsequently met and the Committee's recommendations include the following:

Further reduce the maximum number of applicants to interview

The current recruitment resulted in 43 applications (6 from currently seated members) for 13 vacancies on 8 boards. Reducing the number of applicants to a maximum of 5 per vacancy only reduces the field to 41. If each interview is slotted at 5 minutes each, the time required to conduct the interviews prior to deliberations is approximately 4 hours. A resolution addressing this recommendation for Council's consideration is presented as a separate agenda item.

In addition, staff has extended the recruitment window for some boards where resignations were received after the original recruitment began, or where no, or insufficient, applications had been received as of the deadline. These include the Parking Advisory Board, Tourism Development Committee and Salary Commission, so additional applicants may be ready to be interviewed by the time the meeting is finalized and appointments are scheduled.

Set a special meeting night to conduct the interviews

Staff was unable to find a date on which a special meeting could be scheduled where all members of the Council were available to attend. The Committee recommends a date be scheduled when the most members of Council may attend. Currently a study session is scheduled for this purpose before the regular meeting on March 20th, but the allotted time is insufficient as currently proposed to complete the interview process. There are alternative time frames that could also be considered, including starting earlier and delaying the start time of the regular meeting.

Interview accommodations for incumbents

Two incumbents have previously scheduled travel during the month of March and may not be available on the interview date selected. The Committee recommends Council accommodate them with alternatively scheduled times if they are unable to be reached by telephone at the scheduled date/time.

Substitute Vice Chair for Chair in cases when the Chair has applied for reappointment

Council's current practice is to invite the Chair of the pertinent board to sit in on the interviews and provide Council with the board's perspective on the applicants being considered. The Committee recommends that Council formalize a decision to substitute the Vice Chair in all cases when the Chair is interviewing for reappointment.

Applicants recommended to be interviewed (based on current procedures)*

*At the February 21st, 2012 Council meeting it was agreed that any Council member may suggest adding additional applicants to the interview list above and beyond the Committee's recommendation.

Design Review Board (one vacancy)

Scott Caver
Jason Gardiner
Andrea Losekann
Nolan Morgan
Dave Russell

Human Services Advisory Comm (one vacancy)

Jacob Bond
Jan Cunningham
Angela Meekhof
Bea Nahon
Rodney Rutherford

Library Board (three vacancies)

Jennifer Bushnell
Jason Gardiner
Megan Gustafson (incumbent)
A. Erik Kennedy
Pat McWha
Will Pranzini
Shawn Thornsberry (was temp annex seat)
Bethany Williamson

Parking Advisory Board Youth member (one vacancy)

Joshua Truhan

Park Board (two vacancies)

Doyne Alward
Ted Marx (was temp annex seat)
Matt McCauley
M. Larry McKinney
Robert Neville
Rick Ockerman
Sally Otten
Kevin Quille
Tia Scarce
Bethany Williamson

Planning Commission (two vacancies)

C. Ray Allshouse (incumbent)
Jason Gardiner
Nolan Morgan
Jon Pascal (was temp annex seat)
George Ploudre
Doug Rough

Transportation Commission (two vacancies)

Carol Buckingham
Jason Gardiner
John Perlic
Glen Ruhlman
Carl Wilson (incumbent)