

DUVAL COUNTY TOURIST DEVELOPMENT COUNCIL
LEADERSHIP TRANSITION AND HIRING SUBCOMMITTEE MEETING MINUTES

Thursday, February 10, 2021 - 2:00 P.M.
Don Davis Room, City Hall

TDC Members In Attendance: Aaron Bowman (Chair), Dennis Thompson, Angela Phillips

TDC Staff: Lillian Graning (TDC Executive Director), Phillip Peterson (Council Auditor's Office), Reece Wilson (Office of General Counsel), Jeff Clements (Council Research Division)

WELCOME

Chairman Bowman called the meeting to order at 2:01 and the attendees introduced themselves for the record. He said that he has not yet looked at any of the applications. Mr. Bowman acknowledged that his Executive Council Assistant was one of the applicants and said he will be strictly neutral in evaluating her qualifications.

Diane Moser, Director of Employee Services, said that the applications are public record as of their distribution at this meeting. Any notes that committee members make in their notebooks become public record as well, so should be factual in nature. Ms. Moser described the content of the notebooks, including the matrix of the basic qualifications of all the applicants grouped into 3 categories (well qualified, qualified, minimally qualified). One candidate was moved up from the minimally qualified category to qualified because of the application of veteran's preference. A second matrix summarizes more particular qualifications and the answers to questions posed to the candidates in the initial telephone interviews. A total of 19 applications were received – 7 well qualified, 2 qualified, 8 minimally qualified. Interviews are scheduled for 1:30 to 4:30 p.m. on Monday, February 14th, so Ms. Moser recommended the committee take that into consideration when deciding how many candidates to interview because of the short time frame. She highly recommended completing the interviews in one day. Chairman Bowman said that because the interviews are coming up so quickly, it may be necessary to interview some candidates remotely if they cannot be in town on Monday. He noted that Ms. Moser had suggested perhaps deciding on one or more alternate candidates to interview if some of the top-rated applicants are no longer interested in the position.

In response to a question from Angela Phillips, Ms. Moser said that her staff would contact all of the top candidates this afternoon about their availability to interview on Monday. She said that her office had completed the social media checks on the candidates and found one item of potential interest. Leah Hayes of Employee Services distributed printouts of the item in question for the committee's review. Mr. Bowman asked Ms. Moser to randomly select the order of interviews for the selected candidates on Monday.

The committee was in recess from 2:16 until 2:45 p.m. while the members reviewed the application materials and matrices in the notebooks.

In response to a question from Chairman Bowman, Ms. Moser said that there was no preference in the job description.

The committee members announced their rankings of the primary and alternate candidates as follows:

Phillips: Primary – Fike, London, Staley, Wallace, Warner; Alternates: Hill, Lund, Brock, Swanson

Thompson: Primary - Fike, London, Staley, Wallace, Warner Alternates Hill, Brock, Swanson

Bowman: Primary - Fike, Hill, London, Staley, Wallace Alternates: Warner, Brock, Moss

The committee decided by consensus to interview Fike, London, Staley, Warner, Wallace and Hill as the primary candidates and have Brock and Swanson as the alternates. If all 6 primary candidates are interviewed, no alternates will be needed. If one or two of the primary candidates drop out, then one or two alternates will be contacted. Given the time frame, there will be 20 minute interviews on Monday for each candidate. Mr. Bowman asked each committee member to have an off-book question ready to ask the candidates for the sake of fairness.

Ms. Moser recommended that the interviews all be done via Zoom and said she will ask all the candidates not to watch the other candidates' interviews for the sake of fairness to everyone.

Chairman Bowman thanked outgoing TDC Executive Director Lillian Graning for her willingness to stay on the job and help through the hiring process. He said the pool of candidates was impressive and speaks well of Jacksonville's attractiveness. Dennis Thompson thanked Ms. Moser for providing the matrices which made the review process very quick and easy.

Adjourn 2:55 p.m.

The minutes for this meeting was unanimously approved at the TDC meeting on February 24, 2022.