

MINUTES OF THE  
MARICOPA ASSOCIATION OF GOVERNMENTS  
REGIONAL COUNCIL EXECUTIVE COMMITTEE AND  
MANAGEMENT SUBCOMMITTEE MEETING  
September 5, 2002  
MAG Offices  
302 North 1st Avenue, Phoenix, Arizona

MEMBERS ATTENDING

Mayor Wendy Feldman-Kerr Queen Creek, Chair	Terry Ellis, Peoria
Mayor Joan Shafer Surprise, Vice Chair	Cynthia Seelhammer, Queen Creek
Mayor Keno Hawker, Mesa	Mike Hutchinson, Mesa
Mayor Bill Arnold, Goodyear	John Shannon, Shannon Executive Search
Mayor Roy Delgado, El Mirage	David Harris, Shannon Executive Search
Mayor Mary Manross, Scottsdale	
* Mayor Skip Rimsza, Phoenix	

\* Not present

1. Call to Order

The meeting was called to order by Chairman Wendy Feldman-Kerr at 2:00 p.m.

2. Roles and Responsibilities

Chairman Feldman-Kerr introduced John Shannon from Shannon Executive Search. She then turned the floor over to Mr. Shannon to brief the Committee on key issues and a time schedule. Mr. Shannon thanked the Committee for their time and introduced his associate, Mr. David Harris. Mr. Shannon gave a brief history on the Shannon Executive Search firm. He noted that the practice was formed 17 years ago, and now there is a staff of 12 that does business in California, Arizona, and Washington. Mr. Shannon noted that recently the firm has been doing more business in Arizona. He also stated that the company recently merged with CPS, which is a Human Resources Advisory firm.

Chairman Feldman-Kerr asked Mr. Shannon to discuss the scope of services. Mr. Shannon distributed an agenda and schedule for the recruitment of the executive director. He noted that Shannon will provide a full scope of service that includes advertising, candidate profile, developing a brochure, preliminary screening of applications, and submitting a client report. Mr. Shannon stated the he will take the lead in this process and David Harris will help in the outreach and evaluation of candidates. He noted that we will continue to monitor and review the schedule. Mayor Manross noted that the December 20<sup>th</sup> date may be problematic for members. Chairman Feldman-Kerr clarified that is the suggested completion date. It should not pose a problem if the

interviews are completed by or before the 20<sup>th</sup> of December. She suggested approving these dates with some flexibility. Chairman Feldman-Kerr stated that it would be best to complete the interviews before the holidays. Otherwise, the interview process will be pushed into mid January. Mr. Shannon noted that it would take one week to 10 days to complete the background checks. Mayor Shafer stated that she was not comfortable with the December 20<sup>th</sup> date and asked if it could be moved up, maybe one week prior. Chairman Feldman-Kerr agreed that if it is possible, this date could certainly be moved forward.

Mr. Shannon discussed the job description, the recruitment, and the screening of applications with the Committee. He noted that the candidate profile will be incorporated into the brochure. Mr. Shannon stated that the advertisement will be broad and approximately two paragraphs. Mayor Hawker asked if it was the intent for the Regional Council to interview candidates and does this Committee want one or two candidates to meet with the Regional Council. He noted that the Regional Council will ratify the Executive Committee's decision. Chairman Feldman-Kerr agreed that it should say that the Regional Council "meets" with only one candidate. Mayor Manross stated that she feels the Regional Council will support the Executive Committee's decision if they understand the Committee's reasoning. Mr. Shannon stated that he will proceed in any manner that this Committee directs him. Chairman Feldman-Kerr clarified that the Executive Committee has been charged with directing this process. Fredda Bisman, MAG Counsel, stated that the By-Laws state that the Regional Council ratifies the Executive Committee's decision.

Mayor Shafer suggested that a social event be held for the finalists. She stated that personal interaction should be there for members and the candidates. Mr. Shannon stated that would be a good idea, but the members should keep in mind the newspapers will then have access to the names of the candidates. He noted that the Committee should decide on the best time to do this. Mayor Arnold noted that during the last search there was a tour of the East and West Valleys for the candidates. Mr. Fairbanks agreed that the candidates should meet with the Regional Council, not interview. Mr. Shannon stated that he will build in a step to the schedule for either the tour or the reception. Mayor Shafer stated that the reception should be open to those who will work closely with the Executive Director, such as the intergovernmental representatives. Mr. Shannon noted that a tour would be difficult considering the large region. Mr. Ellis stated that a tour is not necessary. A good candidate will do the research on Maricopa County and MAG. He stated that the relationship is more important.

Mr. Shannon continued with the agenda and discussed the roles of the stakeholders. He noted that the Regional Council will meet the candidates and provide feedback based on updates. The Executive Committee will be the decision makers, and the Management Subcommittee will serve as staff to the Executive Committee and act as a sounding board. Mayor Manross stated that the Regional Council should be updated on the process. Chairman Feldman-Kerr stated that updates will be provided at the Regional Council meetings.

Mr. Shannon then asked the Committee to express the key issues facing MAG. Chairman Feldman-Kerr noted the development of the Transportation Policy Committee (TPC) and its charge to develop a plan for road construction, sales tax, and the legislation for voting on sales tax. She also noted there are issues regarding air quality. Chairman Feldman-Kerr stated that the candidate will have to work with other regions on these and other issues. Mr. Fairbanks noted that MAG does the

planning process and the County does the implementation. Mayor Hawker stated the importance of the regional cooperation aspect. Cynthia Seelhammer noted that there are also fringe issues, such as sprawl into other counties and Indian communities. Mayor Hawker noted that there are sensitive relationship issues. Chairman Feldman-Kerr stated that this person would have to work with business interests as well. Mayor Manross stated that he or she should be good at building coalitions.

Mr. Shannon asked who are the key agencies. Chairman Feldman-Kerr stated that the legislature, the Arizona Department of Transportation (ADOT), and the Citizens Transportation Oversight Committee (CTOC) are the key agencies. Mr. Ellis noted that this is a unique position. This person would work with the Regional Council to identify issues and work toward solution. Excellent communication skills is a must. He stated that being a facilitator or having a broker role is key. Mr. Ellis stated that the focus is connecting with the Regional Council. MAG has a staff that is capable of running the organization. Mr. Fairbanks agreed that the key issue is working with Regional Council on what they want done, excellent speaking skills, and building consensus with the Regional Council. Mr. Shannon asked if it would be considered dysfunctional or just what someone would expect. Chairman Feldman-Kerr stated that in some cases it's dysfunctional, but it also works really well in other cases. Mayor Delgado stated that this person needs to push for cities, towns and Indian communities to work together.

Mr. Shannon asked what are the major transportation issues. Mr. Fairbanks stated everything about transportation is a major issue, particularly light rail. Mayor Hawker noted that there is some dissatisfaction as to how transportation is handled in the Valley. Mr. Shannon noted that everything he has heard are all normal aspects of this sort of job. Mr. Ellis noted that personal qualities should include fairness and predictability, and above all, no favoritism. Mr. Shannon asked if there are any competing organizations with MAG. Ms. Seelhammer stated that there are competing organizations with MAG, such as Maricopa County and private organizations. She noted there have been efforts in the past to create a regional planning organization other than MAG.

Mr. Shannon restated that he heard the priorities to be transportation and building relationships inside and outside the organization. He asked what sort of experience the Committee is looking for. Mayor Shafer commented that the candidate could be an ex-city manager. Mr. Fairbanks noted that this person's understanding of transportation issues and federal regulation is very important. Mr. Hutchinson stated that knowledge of fast growth areas is important.

Mr. Shannon asked what personal characteristics the Committee is looking for. Mr. Ellis stated the a high-level manager with transportation, environmental, and land use planning knowledge is important. Mr. Fairbanks noted that people skills are more important than technical skills. Mr. Shannon asked if the Committee was looking for a time commitment from the candidate. He noted that they are just trying to give a sense of the environment. The Committee agreed upon at least five years. They also agreed not to exclude anyone based on their commitment. Mr. Shannon asked if the Committee preferred developing a salary or keeping it open. He noted that open is normal for this type of position. Mr. Ellis asked the competitive range to attract the best candidates. Mr. Shannon stated that it should be competitive with chief executives, somewhere in the \$150,000 to \$200,000 range. He suggested being flexible on relocation, and noted that most candidates will expect a severance package. Mr. Shannon noted that typically severance packages are six to nine

months with allowance for benefits. Fredda Bisman noted that she is in the process of drafting a severance package for the Committee to review. Mayor Hawker noted that there should be a provision for such things as criminal activity.

Mr. Shannon noted that the next step is the ad campaign, which will target the ICMA circle, COG circles, and management publications. Mr. Shannon stated that he will work with Mr. Ellis to get the ad and brochure approved. Mr. Ellis stated that he will send the ad and list of outlets to the Committee. He asked Mr. Shannon how attractive this would be to candidates. Mr. Shannon stated that he believes candidate will see this organization as a stable organization, and that it would be very attractive. He noted that the biggest challenge is finding the right blend of skills. Mr. Shannon stated that he will redo the schedule and get an update out to the Committee.

There being no further business, Mayor Manross moved to adjourn the meeting. Mayor Hawker seconded, and the meeting was adjourned at 3:30 p.m.

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Chairman

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Secretary