

**PORT OF NEWPORT COMMISSION SPECIAL MEETING AGENDA**

Wednesday, December 12, 2018, 12:00 pm  
South Beach Activities Room  
2120 SE Marine Science Drive, Newport, OR 97365

- I. Call to Order
- II. Public Comment (3 minute limit per person)
- III. General Manager Search Committee Request to Extend Timeline
  - A. Staff Report
- IV. Public Comment (3 minute limit per person)
- V. Adjournment

Regular monthly meetings are scheduled for the fourth Tuesday of every month at 6:00 p.m.

The Port of Newport South Beach Marina and RV Park Activity Room is accessible to people with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Newport Administration Office at 541-265-7758.

Link for directions to the RV Park Activity Room: <http://portofnewport.com/rv-parks/map.php>

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## NEW BUSINESS AGENDA ITEM

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**DATE:** December 12, 2018  
**RE:** General Manager Search Committee Request to Extend Timeline  
**TO:** Port of Newport Board of Commissioners  
**ISSUED BY:** Teri Dresler, Interim General Manager

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### **BACKGROUND**

At the Port of Newport Special Commission Meeting on November 13, 2018, the Commission approved the General Manager Hiring Process Timeline dated November 2, 2018, attached. The recruitment was opened according to the timeline and closed December 5, also as listed in the timeline. On Monday, December 10, the General Manager Search Committee members met to review the 9 resumes received by Special Districts Association of Oregon. The Search Committee is made up of Commission Vice President Sara Skamser, Commissioner Jim Burke, community member Steve Beck, community member Bud Shoemake, and myself.

After reviewing the 9 resumes and evaluating the candidate's experience, it was clear to the Search Committee that the quantity of qualified candidates suitable to move on to the next step for an interview, was too small. After additional conversation, the group came to an agreement to request the Port of Newport Board of Commissioners re-open the recruitment and extend the close date until potentially mid-February. This will allow for a broader search to include national web sites and/or publications that were not used during this first recruitment due to time constraints.

The Search Committee felt strongly that due to the significance of this position to the Port, an extended search would yield a broader pool of qualified applicants. In addition, the Search Committee encourages the current pool of applicants to re-submit their interest in the position as there were qualified applicants in this pool.

I have attached a suggested timeline from SDAO for the Commission to consider.

### **RECOMMENDATION**

I would recommend that a Commissioner make a motion to either adopt the General Manager Hiring Process Timeline dated December 11, 2018, or make a motion to adopt a similar timeline with specified dates agreeable to the Commission.

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**Port of Newport  
General Manager Hiring Process  
Timeline  
December 11, 2018**

December 31, 2018	Recruitment Period Opens, Special Districts Association of Oregon (SDAO) posts job description and profile.
February 15, 2019	Recruitment Period Closes at 4:00 PM
Week of Feb. 18, 2019	Candidate resumes to Search Committees for review and ranking. Search Committee - George Dunkel, Teri Dresler, 2 - Commissioners, 2 - Community Members.
Week of Feb. 25, 2019	Search Committee Meeting in Newport to create a list of semi-finalists.
Week of Mar. 18, 2019	*Evaluation Panel Selection process and Special Board of Commissioners Meeting for Interviews. All Commissioners, 4 - 5 Community Members. Simultaneously Port staff conduct walking tours/interview of limited number of facilities. 4 pm - 6 pm community open house for candidates.
Week of Mar. 18, 2019	Board of Commissioners Meeting and possible announcement of contingent offer to New General Manager. Regular monthly meeting is scheduled for March 26, 2019
March 29, 2019	Complete Background checks and Final Agreement with final Candidate
April 15-30, 2019	Projected start date for New General Manager