

DATE: May 11, 2016
TO: Board of Commissioners
FROM: Patrick Quinton, Executive Director
SUBJECT: Report Number 16-24
Adopting Hiring Standards, Criteria, and Policy Directives for Hiring a Portland Development Commission Executive Director; Appointing Faye Brown to Serve as Portland Development Commission Interim Executive Director

BOARD ACTION REQUESTED

Adopt Resolution Nos. 7176 and 7181.

ACTION DESCRIPTION

If approved, these actions by the Portland Development Commission (PDC) Board of Commissioners (Board) would i) adopt the hiring standards, criteria, and policy directives for hiring a new PDC executive director; and ii) approve the appointment of Faye Brown as interim executive director commencing June 8, 2016. In addition to discussing these items, PDC staff will take the opportunity at the May 11, 2016, meeting to brief the PDC Board on work to date in initiating a national, transparent, competitive process to identify a new PDC executive director.

BACKGROUND AND CONTEXT

In order to assure a broad, national search for a new executive director, the PDC Board directed PDC Human Resources staff to contract with an executive search firm. After issuing a competitive solicitation for qualified firms, PDC staff, in concurrence with the PDC Board, selected The Generator Group, LLC (Generator), to lead the search process.

At the April 20, 2016, PDC Board meeting, Enrique Washington of Generator advised the PDC Board of his recommended hiring process and procedures, described his efforts to solicit internal and external input on hiring standards and criteria, and asked the PDC Board to formally select the primary hiring criteria and standards. While additional criteria may be considered in the selection, the criteria formally adopted by the PDC Board shall serve as the base requirements.

After PDC Board discussion and request for public comment, the PDC Board elected to postpone selecting hiring standards and criteria until the May 11, 2016, PDC Board meeting. Each PDC Board member has since submitted his or her input on hiring criteria to Generator, and this input has been incorporated into the criteria to be approved in Resolution No. 7176.

The criteria adopted by this action shall be used as the basis for the selection of a new executive director. It shall also permit the PDC Board, if it so chooses, to interview final candidates, and discuss the hiring, in executive session.

Also, since the April 20, 2016, PDC Board meeting:

- PDC Human Resources has posted the job description using its traditional distribution methods (e-blast);
- Generator, in consultation with the PDC Board Chair, the Mayor’s office and staff, has drafted a formal job announcement and a PDC and position overview; and
- Generator has distributed an announcement about the position opening to various sites and entities, as will be described at the PDC Board meeting.

APPOINTMENT OF INTERIM EXECUTIVE DIRECTOR

The current Executive Director, Patrick Quinton, has announced that he will resign from his position as of June 8, 2016. Since the hiring of his replacement is not anticipated to conclude until approximately September of 2016, the PDC Board desires to appoint an interim executive director, to perform the duties of, and undertake the authority of, the executive director in the interim. Resolution No. 7181 will formally appoint PDC’s Chief Financial Officer (CFO), Faye Brown, to serve as Interim Executive Director effective as of the end of the June 8, 2016, PDC Board meeting. If her appointment is approved, Ms. Brown will serve a dual role as CFO and Interim Executive Director until the effective date of the PDC Board’s appointment of a new, permanent executive director, or until such other date that the PDC Board may choose.

COMMUNITY AND PUBLIC BENEFIT

The primary benefit to this proposed action is that it allows the PDC Board to solicit public input and confirm expectations for the identification and selection of the new executive director.

PUBLIC PARTICIPATION AND FEEDBACK

Prior to drafting and posting the job description and announcement, Generator interviewed PDC staff, community partners, elected officials, and others on the executive director search. At the April 20, 2016, PDC Board meeting, the public had an opportunity to comment on the criteria and will have the same opportunity at the May 11, 2016, PDC Board meeting.

BUDGET AND FINANCIAL INFORMATION

There are no budget impacts related to this proposed action.

RISK ASSESSMENT

There are no risks to the PDC Board adopting hiring standards, criteria, and policy directives for hiring a new PDC executive director. In fact, this proposed action will mitigate any perceived risks that the hiring of the executive director was not vetted publicly.

ALTERNATIVE ACTIONS

If the PDC Board chooses to not adopt criteria, it will not be able to discuss the executive director hiring in executive session.

ATTACHMENTS

None.