

**BOARD OF COMMISSIONERS  
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY  
WASHINGTON COUNTY, MINNESOTA**

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The Personnel Committee Meeting was held Monday, January 6, 2020 at the Washington County Community Development Agency, 7645 Currell Blvd., Woodbury, MN 55125. Staff present were Ryan Gruber, Human Resources and Communications Coordinator; Lori Creamer, Administrative Specialist

Guest Speaker: Sharon Klumpp with Baker Tilly

**Meeting called to order at 11:00 am by Commissioner Dingle.**

**ROLL CALL**

Commissioner Dingle, Commissioner Green and Commissioner Miron were present.

**DISCUSSION**

**Hiring Process Options for Executive Director Position**

Sharon Klumpp with Baker Tilly (formerly Springsted) began by outlining her firm's history with the CDA, which began approximately ten years ago. She reviewed the benefits and drawbacks of doing both an internal search and an external search.

Ms. Klumpp highlighted that search processes are often selected based on whether the Board feels as though it is satisfied with the direction of the Agency. For organizations that are pleased with the current direction, an internal search often makes sense. When organizations are looking to change direction, an external search is often most logical. She also indicated that public perception is a key factor in whether external candidates apply for leadership positions. Many individuals in high-ranking jobs are reluctant to have their names made public as part of a search process if they do not believe that the organization is likely to hire an external candidate.

Ms. Klumpp and Mr. Gruber then responded to questions. What follows is a summary of the matters discussed.

- Organizations typically appoint an interim Executive Director while an external search occurs. The succession plan outlines that the natural individual to fulfill that role would be the Deputy Executive Director.
- The job description for the existing position is current and contains the information required for the next candidate to perform the job. Transitions also provide a good time to revisit existing job descriptions if the Board wishes to do so.

- The existing Employment Agreement between the Board and the Executive Director is well-written and it is unlikely that major changes will be needed as part of any negotiation.
- The salary range is current and receives the same general wage adjustments as other CDA employees. Ms. Klumpp indicated that the Board may struggle to hire a qualified candidate at the bottom of the range. There are no anticipated issues with pay equity compliance. The range for the position was revised most recently in 2017 as part of an Agency-wide compensation plan.
- In terms of an internal search, the Board can choose to open the process to all employees, or the Board may choose to enter into negotiations directly with a qualified individual.

Commissioner Miron indicated that he was comfortable with recommending that the Board enter into negotiations with the Deputy Executive Director and provided his rationale for doing so. He also indicated that the Deputy Executive Director had already submitted her resume to Board members and therefore he was confident that the Deputy Executive Director would be interested in the position should the Board extend to her an offer to negotiate a contract.

Discussion occurred regarding how the Board would proceed in that situation and it was decided that the Board's Executive Committee should handle the negotiation process. The Board reviewed the current members of the Executive Committee but was reminded by Mr. Gruber that elections for Board officers are generally held at the Board's regular meeting in January, and so the Executive Committee would be comprised of those officers elected at that regular meeting.

### **Recommendation for Executive Director hiring process**

Commissioner Miron moved to recommend to the Board that the Executive Committee enter into negotiations with the Deputy Executive Director, Melissa Taphorn, for the purpose of executing an employment agreement that would make her the Executive Director, and that the Executive Committee bring that agreement to the Board for approval at its February 18<sup>th</sup> meeting. Commissioner Green seconded the motion.

The motion was adopted 3-0. The commissioners expressed their appreciation to Ms. Klumpp for her assistance moving through this process.

**Chair Dingle called for adjournment at 11:47 am.**

**ADJOURNMENT** Meeting adjourned

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Chair/Vice Chair Commissioner