



OFFICIAL MINUTES OF:

Meeting of:	Executive Director Search Committee
Date:	September 5, 2006
Time:	8:00 a.m.

MEMBERS PRESENT

Vincent Meselella, Chairman
Angelo Rotella, Vice Chairman
Robert Andrade, Treasurer
Bruce Campbell
Michael Salvatore

MEMBERS ABSENT

STAFF AND GUESTS PRESENT

Jean-Marie Grossi, NBC
Paul Pinault, Secretary

Cecille Antonelli, NBC

1. Call to Order

Recognizing a quorum, Chairman Meselella called the September 5, 2006, Executive Director Search Committee meeting to order at 8:16 a.m.

2. Items for Action:

A. Discussion of Schedule and Procedures for Replacement of Executive Director

Chairman Meselella stated that the purpose of this meeting is to discuss the schedule and procedures for the replacement of the Executive Director. A tentative schedule has been prepared; and, copies of the schedule, job advertisement and job description for the Executive Director position were passed out to all Committee members.

Chairman Meselella stated that he asked Paul Pinault to participate in an unofficial capacity with the members of this Search Committee, because he feels that Paul's knowledge will be extremely valuable in this process.

Chairman Mesolella noted that the Narragansett Bay Commission has become much more sophisticated over the years. Having said that, Chairman Mesolella stated he thought it would be appropriate for the Search Committee to hear from Paul Pinault about the job scope of the Executive Director. He noted that Paul Pinault's assistance, even after he leaves, would be of great assistance to us with the many projects the NBC may be involved with in the future.

Chairman Mesolella stated that it is imperative that NBC expedite the process so that the new Executive Director, whoever it may be, will have as much time with Paul Pinault during the transition period. He noted the schedule is a very aggressive schedule and stated that he would like to keep to the schedule if the Committee can. The reason why the schedule is so aggressive is because we would like to have a transition period when the new Executive Director can have as much exposure and opportunity to talk with Paul Pinault about the past, future and the transition itself.

Commissioner Salvadore noted that at Roger Williams Zoo, they hired a headhunter, and the headhunter took care of the advertising. This particular headhunter specialized in zoos, so the company had an edge on who was available. The cost for this service was approximately \$50,000. He noted that they collected all applications, they sifted through the applications, and then sent to the Board those applicants that they felt were qualified to perform the job.

Chairman Mesolella noted that as far as screening the applications, Paul would be here to help do that. He noted that he assumes Paul will know most of the candidates, or know of them.

Vice Chair Rotella stated that the reverse side of hiring a headhunter can also happen. He noted that he was involved with a national search company when hiring a president for the American Healthcare Association (AHA), which is a plus \$500,000 position. He stated that they paid \$250,000 for the search company, and the candidate that was chosen lasted one year in the position. He noted that the AHA then performed a second search by creating a search committee themselves, and the candidate they picked worked out well and is still in the position.

Vice Chair Rotella stated that having the resource of Paul Pinault here and not taking advantage of it really does not make too much sense. He noted that obviously Paul is going to be winding down within the next few months as to what his duties are, and, of course, that will be a difficult task. However, if Paul is willing to take the time with his knowledge as Executive Director of this Commission, then that would be tremendous.

Mr. Pinault stated that he wants to make sure that there is a smooth transition, and whoever takes over is going to be the right person for the job. He noted that he assumes there will be some internal candidates, along with external candidates. He further stated that the NBC Board has to feel comfortable with this person. This position requires a lot of inter-personal skills. This person would not only be dealing with 250 employees, non-union and union, 19 Board Members coming from different areas, the Mayors, the City Councils, the State Representatives, State Senators, the RI DEM, the US EPA, and on and on. He feels this person must not be a "hothead" type, and that he or she must be able to work with people.

Mr. Pinault noted that as far as how to advertise for the position, he went back sixteen years ago when he applied for the position. At that time, the NBC ran an ad in the Providence Journal and in a couple of national publications; however, you need two to four week lead time for many of these. The National Association of Clean Water Association (NACWA), which was formally AMSA, only represents the wastewater authorities around the country. He stated that for \$150, NACWA will run the ad for 30 days on their web site, and he knows from experience that agencies receive a lot of good applicants from their ads.

Commissioner Andrade requested that NBC include the Boston Globe in addition to the Providence Journal. Vice Chair Rotella noted that was an excellent point. Chairman Mesolella stated that we can add the Boston Globe to the list.

Vice Chair Rotella stated that Paul Pinault just made an excellent point, and that point is that we need to hire a person in this position who not only has the critical technical knowledge of the subject matter, but also to have the ability to lead an organization. He further noted that, again, with his experience with American Healthcare Association, we had a staff of 100 people, and we lost 21 people in one year because of the new president. He stated that Paul Pinault and this Board have taken a lot of time to make sure that our key employees have been with us for a long time and we have a lot of trust in them. We need someone who this Board has the confidence in to bring that information to us in a timely and concise manner.

Chairman Mesollela stated that the process is going to be that we collect all of the applications, and along with Paul's assistance, this Committee will review and sift through them with the intent of short-listing the applications to approximately ten 10 candidates. The qualifications that we are looking for should be very diverse.

Chairman Mesolella stated that the tentative schedule for the replacement of the Executive Director is as follows:

- Prepare ads the week of September 4, 2006.
- Place ad in Sunday Providence Journal and Boston Globe on September 10, 2006.
- Place ad on NACWA website on September 11, 2006 that will run for 30 days at a cost of \$150.
- Receive applications by October 13, 2006.
- Executive Director Search Committee meets week of October 16, 2006 to screen applications.
- Schedule interviews of selected candidates the weeks of October 23 and October 30.
- Executive Director Search Committee makes recommendation to NBC Board on November 8, 2006.
- Job offer made on November 15, 2006 and successful candidate begins by December 1, 2006.
- Five weeks available for training/transition before Paul Pinault effective leave date.

Mr. Pinault stated that this Search Committee will make a final recommendation to the full Board, and the Board will make the final decision. He noted that the schedule gives us plenty of time to make a recommendation to the Board at their November 15, 2006 Monthly Board Meeting.

Mr. Pinault noted that as far as the job description, NBC had hired The Employer's Association several years ago to go through all job descriptions, including union and non-union positions. Mr. Pinault stated that his job description includes illustrated examples of work, summary of functions, education and experience, and it calls for a Degree in Business, Public Administration or Engineering. He noted that the first Executive Director for NBC was Eric Jankel who had a Degree in Public Administration. He was not an engineer. However, he was a very good administrator; and, again, he was backed up by a very good technical staff. Although we would want someone with technical experience, the Chairman noted that he does not feel it is necessary to hire an engineer for the position, because we do have a very good qualified staff.

Mr. Pinault noted that if you go through our present Directors, Tom Uva has been working here 20 years, Karen Giebink has 16 years and Raymond Marshall has 14 years. Mr. Pinault asked Cecille Antonelli, Human Resources Manager how many years she has been

working for the NBC. She replied, "15 years." Mr. Pinault asked Jean-Marie Grossi how many years she has been working here. She replied, "23 years." He noted that if you look at the entire organization, there is a lot of longevity here, regardless of what department you are looking at. Therefore, he feels that whoever gets the job, they will have a very well experienced team to back them up.

Chairman Mesolella stated that he feels this Search Committee knows better than anyone what we are looking for in qualities that our present Executive Director has, because the members of the Committee have all been on the Board for quite some time.

Mr. Pinault stated that the Chairman has asked him that after he leaves, would he be available to consult and work on specific issues. Mr. Pinault noted that we have two or three items of litigation, which he has to testify on, if and when they come to trial, etc. Paul noted that he would be willing to assist the NBC as long as he could work out the details with his new employer.

Chairman Mesolella stated that it would be his suggestion to the Board that we begin talking about keeping Paul Pinault on in some capacity until we feel confident the new Executive Director is able to takeover.

This ended the discussion.

3. Other Business

None to report.

4. Adjournment

With no further business to come before the Board, Vice Chairman Rotella motioned to adjourn. Commissioner Andrade seconded the motion, and the vote taken was unanimous. The meeting adjourned at 9:05 a.m.

Respectfully submitted,



Paul Pinault, *Secretary*