

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS
OF THE FARGO PARK DISTRICT OF JANUARY 6, 2020**

The special meeting of the Board of Commissioners of the Park District of the City of Fargo was held on Monday, January 6, 2020, at 4:30 p.m. at the Fargo Park District office at 701 Main Avenue, Fargo, North Dakota. Present at the meeting were Commissioners Jerry Rostad, Vicki Dawson, and Joe Deutsch. Commissioner Stacey Griggs appeared by phone. Also present were Dave Bietz, Brian Arett, Carolyn Boutain, Clay Whittlesey, Kevin Boe, and Diane Jones.

Discussion on Interview Schedule and Questions for Executive Director Finalists

The purpose of the meeting was to establish a final schedule and itinerary for executive director finalist interviews and visits. It was noted that all the finalists were schedule for their interviews between January 13 and January 21. It was noted that a member of the executive director search committee would pick up the finalist from the airport and take the finalist to the hotel. It was noted that starting at 7:30 am the following day, the finalist would be given a tour of Park District facilities, which would include time for interaction with directors and staff. It was noted that the plan is to provide a tentative timeline to the media so that they could make a stop at one of the facilities to interview a finalist.

The Commissioners then discussed the makeup of the constituency group. It was noted that there were approximately 18 user groups that contacted. It was noted that as of the time of the meeting, staff had not received confirmation on who would be attending the interviews from the user groups. It was noted that the finalist would be allowed 10-15 minutes for introduction then Diane Jones would lead the group in questions for the finalist. The participants would then be given a scoring sheet similar to that of the Commissioners to score the finalist, along with providing written feedback.

The Commissioners then discussed their interview with the finalists. It was noted that the Commissioners would have a pool of sample questions that would broken into categories. It was noted that the Commissioners would then score the candidate on each category, which would be used a tool for making the final selection. It was also noted that all directors and staff would have an internal link to provide feedback to Commissioners as well.

Finally, it was noted that the Commissioners plan to meet on January 27 to review all the material and data provided and to begin the discussion of selecting which finalist to make an offer for employment.

No action was taken at the meeting.

At the conclusion of the above agenda items, a motion to adjourn was made and seconded, and upon unanimous consent the meeting adjourned at approximately 5:30 p.m.

Jeffrey B. Gunkelman