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To: DDA Board of Directors
From: Susie Stec, Director – Community & Economic Development /DDA Director
Date: April 18, 2024
RE: Establishing a Hiring Committee

The upcoming departure of both DDA staff members obviously creates a need to fill those vacancies. To facilitate the hiring of new qualified staff the DDA Board of Directors should establish a Hiring Committee to review applicants, conduct interviews, make a recommendation to the board, and participate in compensation negotiations. The Hiring Committee should be comprised of City Administrator Mike Greene and two (2) board members. Selected Board Members should be available to participate during business hours for interviews.

At a minimum, the DDA Hiring Committee's process for selecting a new DDA Director should include the following steps:

- Review submitted applications
- Interview selected candidates
- Make a hiring recommendation to the entire Board of Directors
- Once approved/authorized by Board of Directors, an offer of employment can be made
- Engage in compensation negotiations, as needed

Suggested Motion: To establish a Hiring Committee to be comprised of City Administrator Mike Greene, _____, and _____, for the purpose of reviewing applicants, conducting interviews, making a recommendation to the board, and participating in compensation negotiations.