



## Town of Reading Meeting Minutes

2016-09-22 LAG

### Board - Committee - Commission - Council:

RMLD Board of Commissioners

GM Search Committee Meeting

Date: 08-10-2022

Time: 4:00 PM

Building: Reading Municipal Light Building

Location:  
General Managers Conference Room

Address: 230 Ash Street

Session: Open Session

Purpose:

Version: Final

Attendees: **Members - Present:**

Chair Jason Small - RMLD Citizens' Advisory Board and GM Search  
RMLD Board of Commissioners - David Talbot and Robert Coulter

**Members - Not Present:**

**Others Present:**

Janet Walsh, Director of Labor Relations & Human Resources

**Minutes Respectfully Submitted By:** David Talbot, Secretary Pro Tem

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### Topics of Discussion:

#### 1. Call Meeting to Order

Chair Small called the meeting to order at 4:16 p.m.

#### 2. Number of new resumes after APPA posting

Chair Small stated that there were two additional resumes received that will be discussed in Executive Session. The General Manager position has been reposted on both APPA and NEPPA websites.

#### 3. Discuss contracting a professional recruiting company

There are three professional recruiting companies to consider:

##### **Community Paradigm**

Costing \$15,000 plus advertising which has not done work with municipal power utilities. From August - 14 weeks to hire. Process: Organization needs, Position Profile, Post position, contact other GMS and ID candidates, create network of municipal people – pool, Screen candidates, assist with interviews, guidance, walk candidates through process, Narrow 2-3 candidates. Conduct background checks, ID projects, styles, skills, etc.

##### **Management Resources of MRI**

\$30% of base salary (approx. \$75,000), sort candidates, first round vetting, support the Committee with no project length projection.

##### **Mycroft Fry Prouse & Associates**

Minimal fee \$75,000 1/3 up front, 1/3 review of resumes, 1/3 when employee starts, entire process approximately 4-6 months, search database of candidates

(since 1975), talk to Board of Commissioners get idea of what they are looking for, help select, vet, network active recruitment (not so much advertise), solicit interest, allow 4-6 weeks will give final list of resumes. Work with internal people for clear understanding, help with facilitate the first round of interviews and finalists in person.

Ms. Walsh explained that Mycroft Fry Prouse & Associates' modus operandi is reaching out to provoke interest for the position versus creating an ad waiting for respondents.

Chair Small pointed out that where he is employed there is an open engineering vacancy. They also are looking into possibly engaging recruiting firms. He has encountered similar firms with Mycroft Fry Prouse & Associates more of an executive firm.

#### **4. Choose Consultant, if necessary**

Mr. Talbot clarified that in terms of process, the committee would be making a recommendation to the full Board of Commissioners if it selects a consultant. Ms. Walsh and Chair Small concurred.

Mr. Coulter clarified that Mycroft Fry Prouse & Associates has the municipal specialization. Ms. Walsh concurred. Ms. Walsh explained that the Town of Reading used Community Paradigm.

Mr. Talbot asked if there is a need to utilize the RFP process to select the consultant. Will the full Board have the right to pick a recruiting company due to the pricing of \$75,000. The \$15,000 may fall below some procurement thresholds.

Ms. Walsh explained that she utilized the procurement process, she received responses from that solicitation resulting in the three recruiting consultants. The part of the process that remains to be completed is to justify the recruiting company that is not the least expensive – it requires justification. Mr. Talbot clarified that the three consultants have been vetted by the request for proposal using the procurement process resulting in these three consultants. Ms. Walsh stated that is correct.

Mr. Talbot said that since the procurement boxes are checked his inclination would be to suggest Community Paradigm to the full Board. This is based on the fact there is no information on Management Resources of MRI and Mycroft Fry Prouse & Associates that they would produce something worth paying five times more. If we need a facilitator anyone can facilitate contacting likely individuals that would apply.

Mr. Coulter suggested that Mycroft Fry Prouse & Associates and Management Resources of MRI can be questioned relative to positions at the director level and above how many vacancies they have filled in the industry. This will provide a numerical benchmark on how many vacancies they have filled which demonstrates their value.

Mr. Talbot inquired that as part of the procurement process, information relative to how many individuals were seated in a position by the consulting firms, that was not asked. Ms. Walsh stated that is correct. Mr. Talbot said that we would ask all three of the recruiting companies even if Community Paradigm states they have not done a municipal utility, that does not mean that the other two companies have engaged with a municipal utility. Ms. Walsh responded that is correct. Mr. Talbot said that would be a question to be posed to all three. Ms. Walsh agreed.

Mr. Talbot said that he needs more information, would want to know the answer to Mr. Coulter's suggestion. Ms. Walsh suggested that based on the discussion she will schedule interviews of the three recruiting companies to be conducted by this committee. Chair Small pointed out that Mycroft Fry Prouse & Associates is part of Hometown Connections sponsored by APPA that many public utilities use to find vendors. All committee members agreed to having a brief discussion with the recruiting consultants at its next scheduled meeting, then a recommendation can be made to the full Board.

**5. Date we should stop soliciting candidates for the GM position (take down ads)**

Deferred to the August 24, 2022, meeting, at which point a determination of whether a vendor is required for the General Manager position.

**6. Confirm Date of Next Meeting as: August 24, 2022, 4PM**

All committee members agreed to the August 24, 2022, at 4:00 p.m. for the next meeting.

**7. Executive Session**

At 4:28 p.m. Mr. Talbot made a motion seconded by Mr. Coulter to enter into Executive Session to consider applicants by a preliminary screening committee to review resumes and criteria for the General Manager position and return to Regular Session for the sole purpose of adjournment.

**Motion carried 3:0:0 (3 in favor)** Roll Call: Chair Small, Aye, Mr. Talbot, Aye and Mr. Coulter, Aye.

**8. Adjournment**

The Committee returned from Executive Session for the sole purpose of adjournment.

At 5:04 p.m. Mr. Coulter made a motion seconded by Mr. Talbot to adjourn the meeting.

**Motion carried 3:0:0 (3 in favor)** Roll Call: Chair Small, Aye, Mr. Talbot, Aye and Mr. Coulter, Aye.

A true copy of the RMLD General Manager Search Committee as approved by a majority of the RMLD General Manager Search Committee.

*David Talbot*

David Talbot (Sep 29, 2022 19:26 EDT)

Sep 29, 2022

David Talbot, Secretary Pro Tem  
RMLD General Manager Search Committee