

**A MOTION
OF THE PORT OF SEATTLE COMMISSION**

summarizing the process for identifying qualified candidates for executive director of the Port of Seattle and directing the final review of the final candidate's qualifications and a report to the Port Commission on December 19, 2017.

**ADOPTED
DECEMBER 12, 2017**

INTRODUCTION

In accordance with the requirements of the Washington State Open Public Meeting Act (Chapter 42.30 RCW), the Port Commission conducted the search for and identified qualified candidates for the position of Executive Director by:

1. On May 11, 2017, Port staff retained the firm of Herd Freed Hartz to assist with the search for the position of Executive Director.
2. During the month of October 2017, the Port Commission conducted interviews with eight of the applicants to determine whether they met the qualifications for the Executive Director position.
3. As a result of the interviews, the Port Commission determined that two of the eight applicants best met the qualifications to be considered finalists in the selection process for Executive Director.
4. After conducting a final interview on Monday, December 11, 2017, the Port Commission hereby determines one final candidate is the best applicant for the position of Executive Director.
5. The Port Commission President previously designated Commissioners Courtney Gregoire and Fred Felleman as the advisory committee of the Port Commission for the process of filling the Executive Director position.

TEXT OF THE MOTION

The Port Commission hereby authorizes Commissioners Gregoire and Felleman to work with Port staff from Human Resources and with *[executive search firm]* Herd Freed Hartz to (a) complete due diligence, including a background and reference check and vetting of the final candidate's ability to meet the qualifications for employment; and (b) conduct preliminary discussions with the final candidate on salary, start date, and other conditions of employment.

Committee members and Port staff are further directed to present their report to the Port Commission by December 19, 2017. The Port Commission further reserves to itself the final approval in open public session of the terms and conditions of employment with the final candidate.