



HAINES BOROUGH  
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September 9, 2014

Re: Item 11C7: Community & Economic Development Hire Recommendation

Assembly Members,

I am pleased to announce that the Hiring Committee selected Mr. Darsie Culbeck as the nominee for the position of Community & Economic Development Director.

In conjunction with the passage of the FY 15 budget, The Assembly approved the position of Director Community & Economic Development. At that time, and before, there was significant discussion about the nature, roles, and responsibilities of the position. Following the approval of the position by the Assembly, the Personnel Committee convened and provided input on the Position Description. Changes were made to address Committee concerns. Following this the Administration initiated a search for qualified applicants based off of the Position Description and in accordance with Code and best practices. The position was advertised locally and on professional forms and drew 4 applicants from throughout the US. Only one applicant was from Haines and one applicant submitted a late application.

The Hiring Committee consisted of me, Assembly Member Ms. Diana Lapham, Ports & Harbor Committee Member Mr. Fred Gray, Borough Finance Officer Ms. Jila Stuart, and local businessman Mr. Doug Olerud. The Committee met initially on 8 August and conducted an applicant resume review and made an initial selection of individuals for interview. The Committee met again on 11 August and confirmed the individuals selected for interview. During that meeting the Committee reviewed interview criteria, applicable rules and laws associated with interviewing in the public sector, proposed a set of interview questions, and established interview evaluation criteria. After that session the Manager assembled an interview question sheet that included an applicant in-brief and out-brief, prepared interview packets associated with the 2 selected applicants, and contacted the applicants for interview.

In the process of contacting applicants the Manager was informed by one applicant that he had already accepted a position with another municipality. The Manager, after consultation with the Hiring Committee, then contacted the alternate applicant and scheduled an interview. Mr. Culbeck was interviewed on the 15<sup>th</sup> of August and a second applicant was interviewed on the 22<sup>nd</sup> of August. Mr. Culbeck's interview was in person and the second applicant scheduled a Skype interview which transitioned to a phone interview due to technical issues with the applicant's computer. Both were asked the same questions and the Hiring Committee members scored each applicant based off of the established criteria. After both interviews had been completed I requested that the Committee members not discuss the applicants with each other and that they notify me by e-mail of either a name of their preferred applicant or a recommendation that the hiring process be repeated.

The Hiring Committee recommended, by a vote of 4-1, that Mr. Culbek's name be forwarded to the Assembly for confirmation and I spoke with Mr. Culbeck on 26 August to apprise him of the Committee's recommendation. Interview notes from the Committee describe Mr. Culbeck as an intelligent, driven individual with extensive local knowledge, the ability to network, and a passion for the community. Interviewers were impressed with his presence and bearing and with his knowledge of the key businesses and industry associated with Haines. The Committee expressed concern with his specific level of experience with economic development and identified that

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there would be a need from the manager for focused tasking and follow-up to ensure task accomplishment while Mr. Culbeck grows into his position. Recognizing that a position such as this requires a lengthy time of adjustment, the position was advertised with a 1 year probationary period that will fully allow the Manager time to assess the hire. Based on the Committee's review and my own impressions I feel that Mr. Culbeck is a highly suitable candidate for this position and strongly endorse his selection. I recommend that the Assembly vote to confirm this hire.

Respectfully,

A handwritten signature in black ink, appearing to read 'D. B. Sosa', with a long horizontal flourish extending to the right.

David B. Sosa  
Borough Manager  
Haines, Alaska