

BOARD OF COMMISSIONERS  
The Fabulich Center  
3600 Port of Tacoma Road, Tacoma, WA

**Commissioners Present:**

Clare Petrich, President  
Don Johnson, Vice President  
John McCarthy, Secretary  
Dick Marzano, 1<sup>st</sup> Assistant Secretary  
Don Meyer, 2<sup>nd</sup> Assistant Secretary

**Staff Present:**

John Wolfe, CEO  
Carolyn Lake, Port Counsel  
Jean West, Chief Human Resources Officer  
Erin Galeno, Chief Administrative and Financial Officer  
Judi Doremus, Executive Assistant  
Juliet Campbell, Clerk of the Port

**Guest:**

Susan Shey Dvonch, Partner Shey-Harding Executive Search

**SPECIAL COMMISSION WORK SESSION:**

**1. CALL TO ORDER:**

Commissioner Petrich called the Special Work Session to order at 12:00 Noon and lead the Pledge of Allegiance.

**2. PUBLIC COMMENT: None.**

**3. GENERAL BUSINESS:**

**A. Executive Leadership Search Discussion/Work Session with Shey-Harding Executive Search.**

The work session focused primarily on developing a candidate profile and job description.

**Discussion included:**

- The Port of Tacoma Executive Director position is open because it is part of the Port of Tacoma's agreement in the formation of The Northwest Seaport Alliance (NWSA) to have separate leadership. The current CEO is serving a dual role as CEO for both the Port of Tacoma and the NWSA.
- The management structure of the position and relationship between the Port and the NWSA must be clear. The position will not directly manage staff but will have access to the services of over 200 employees (through service contracts) to fulfill responsibilities of the position.
- The position is responsible for future growth opportunities of Port real estate assets (not licensed to the NWSA). Collaboration with the NWSA CEO, community will be critical in maximizing profitability and use of the Port's assets. Subarea planning impacts on strategy must also be understood and considered.

- The Port has an Economic Development Fund, however, economic development itself has not been a position at the Port. Rather, it has been performed through contracting and partnerships with the Economic Development Board (EDB) and other organizations.
- The level of experience needed in a port/maritime environment was discussed. It was suggested that port/maritime experience should be considered, but not mandatory. The candidate should understand the logistics involved. Land use, transportation, real estate and the environment will be the immediate issues.
- Financial acuity is required. Experience and understanding of debt management and bond issues will be key. A project and financial background will be helpful.
- Salary range and title considerations were discussed. Title will be Executive Director. Salary will be further researched.
- Next steps were discussed including a preliminary schedule for job posting, promoting the position, interviews, announcements.

4. **COMMISSIONER COMMENT:** None.

5. **ADJOURNMENT:** There being no further business, the meeting adjourned at 2:04 p.m.



Clare Petrich, President  
Port of Tacoma Commission

ATTEST:



John McCarthy, Secretary  
Port of Tacoma Commission



Juliet Campbell, Clerk of the Port  
Port of Tacoma