



**Step #1: Project Launch**

**Comprehensive Timeline: All work will be complete by 01/04/2024**

Date/Status	Project Task	Decision Making Needed
11/29/2023 ✓	<ul style="list-style-type: none"> <li>Introductory meeting with the Search Committee</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
Surveys launched 11/30/2023 Surveys close 12/15/2023 ✓	<ul style="list-style-type: none"> <li>Electronic survey (5-10 questions) for the members of the Policy Committee to inform critical objectives, expectations and needs related to the Executive Director role and search process               <ul style="list-style-type: none"> <li>Also included TTC per recommendation of the Search Committee</li> </ul> </li> <li>Electronic survey (5-10) questions for MPO staff</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
Underway	<ul style="list-style-type: none"> <li>One-on-one follow-up interviews with the members of the Search Committee (each interview will be no more than 30 minutes)</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
✓	<ul style="list-style-type: none"> <li>Begin the process of designing the Executive Director Search Schedule and advertising plan</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>

**Step #2: Research and Analysis – Review of the Updated Executive Director Job Description and Candidate Profile**

**Comprehensive Timeline: All work will be complete by 01/04/2024**

Date/Status	Project Task	Decision Making Needed
✓	<ul style="list-style-type: none"> <li>Review proposed job description and candidate profile, along with the process undertaken to prepare the updates, propose updates/modifications as needed and informed by survey input.               <ul style="list-style-type: none"> <li>Draft job description will be shared with Policy Committee prior to 1/4/2024 to invite feedback via email. (Shared 12/28/2022)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Search Committee will approve job description and posting 1/4/2024.</li> </ul>
✓ Surveys launched 11/30/2023	<ul style="list-style-type: none"> <li>Determine salary range based on local and regional comparisons/practices</li> <li>Determine benefit and incentive (if applicable) package components               <ul style="list-style-type: none"> <li>Launched salary and benefit analysis survey on 11/30/2023 to central Iowa Executive Directors and Regional Peers.</li> </ul> </li> </ul>	

Surveys close 12/15/2023		
✓	<ul style="list-style-type: none"> <li>Develop the job posting <ul style="list-style-type: none"> <li>Draft job posting (including salary range) will be shared with Policy Committee prior to 1/4/2024 to invite feedback via email. Look for the draft the last week of December (12/28 or 12/29)! We have not shared the posting yet as it is based on the job description. Will share following the Search Committee meeting on 1/4/2024.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Search Committee will approve job posting and posting 1/4/2024.</li> </ul>
✓ Search Committee scheduled to meet 1/4/2024. 11 am – 1 pm	<ul style="list-style-type: none"> <li>Meet with Search Committee to review research findings, preliminary intake and interview questions, finalize schedule and search process</li> <li>Finalize search schedule, advertising plan and search process components</li> </ul>	<ul style="list-style-type: none"> <li>Search Committee will approve 1/4/2024: <ul style="list-style-type: none"> <li>Job Description</li> <li>Proposed Salary Range</li> <li>Job Posting</li> </ul> </li> </ul>

**Step #3: Initiate the Executive Director Search Process**

**Comprehensive Timeline: All work will be complete by 02/05/2024**

Date/Timeline	Project Task	Decision Making Needed
✓ 1/8/2024	<ul style="list-style-type: none"> <li>Activate job postings and accept candidate submissions</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
✓ 1/8-26/2024 MPO Policy Committee Meeting 1/18/2024	<ul style="list-style-type: none"> <li>Engage with candidates, respond to questions, follow-up as needed until application deadline of January 26th</li> <li>Complete initial candidate interviews and reference checks for finalist(s)</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
1/22-31/2024	<ul style="list-style-type: none"> <li>Conduct candidate analysis</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
2/5/2024	<ul style="list-style-type: none"> <li>Meet with Search Committee to review the *Candidate Analysis and recommendations <ul style="list-style-type: none"> <li>This meeting is open to all MPO Policy Committee Member who would like to observe/share input.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Search Committee will determine who will advance to in-person interviews.</li> </ul>

Search Committee scheduled to meet 11 am – 1 pm.	<ul style="list-style-type: none"> <li>Search Committee review of the Candidate Analysis, invitation of top 3 candidates for interviews</li> </ul>	
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**Step #4: Candidate Selection**

**Comprehensive Timeline: All work will be complete by est. 02/28/2024**

Date	Project Task	Decision Making Needed
Underway  This will be finalized by 2/5/2024	<ul style="list-style-type: none"> <li>Engage staff in the interview process (for example, submit interview questions or possibly consider opportunities for introduction during in-person interview day.)</li> <li>Develop interview questions, interview evaluation form and host in-person interviews (This would include coordinating candidates, location, scheduling, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
2/15/2024 Candidate interview day! MPO Policy Committee meeting	<ul style="list-style-type: none"> <li>Facilitate Search Committee discussion to prioritize candidates post interviews</li> <li>Determine candidate for recommendation of Policy Committee approval</li> </ul>	<ul style="list-style-type: none"> <li>Search Committee will recommend top candidate to MPO Policy Committee to proceed with making an offer.</li> </ul>
2/15-28/2024	<ul style="list-style-type: none"> <li>Prepare and present approved offer to selected candidate (pursuant to positive outcome of background check) and represent MPO in contract negotiation</li> </ul>	<ul style="list-style-type: none"> <li>MPO Policy Committee will approve accepted offer once terms are agreed.</li> </ul>
Aligned appropriately with contract negotiation	<ul style="list-style-type: none"> <li>Work with Search Committee for follow-up communication to non-selected candidates</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>

**As adopted by the MPO Policy Committee 12/14/2023:**

<b>Search Committee Decision-Making Authority</b>	<b>Search Committee</b>	<b>Policy Committee</b>
Approval of updated job description. (1/4/2024)	<b>X</b>	
Approval of posted salary range. (1/4/2024)	<b>X</b>	
Approval of job posting. (1/4/2024)	<b>X</b>	
Approval of interview process / questions. (Part A - 1/4/2024, Part B 2/5/2024)	<b>X</b>	
Selection of finalists for interviews. (2/5/2024)	<b>X</b>	
Recommendation of finalist. (2/15/2024)	<b>X</b>	
Approval of finalist and preliminary offer. (2/15/2024)		<b>X</b>
Contract negotiations within the authorized range of compensation as established in the MPO Policies and Procedures Manual. (2/15/2024 until accepted within terms)	<b>X</b>	
Acceptance of contract with finalist.		<b>X</b>

**Search Committee Members:**

- Altoona Mayor Dean O'Connor
- Ankeny Mayor Mark Holm
- Carlisle City Councilwoman Ruth Randleman
- Des Moines City Councilman Joe Gatto
- Polk County Supervisor Tom Hockensmith
- Urbandale Mayor Bob Andeweg
- West Des Moines City Manager Tom Hadden

**Commitment to Communication:**

At a minimum you can expect an email update following each Search Committee meeting, a regular update from Cass and Diana at the monthly Policy Committee meeting and responsiveness to your questions and comments along the way. We will also provide this report to you every two weeks via email to share our progress.

- 12/14/2023: MPO Regular Policy Committee Meeting – In-Person Report from Cass and Dianna
- 12/22/2023: MPO Follow Up – Executive Director Search Process – Email Message from Mayor Andeweg
- 12/28/2023: FEEDBACK NEEDED: MPO Executive Director DRAFT Job Description – Email Message from Cassandra Halls
- 1/5/2023: UPDATE: MPO Search Committee - Progress Report – Email Message from Mayor Andeweg
- 1/8/2023: ACTION REQUIRED: Please Share the MPO Executive Director Posting - Email Message from Cassandra Halls
- 1/18/2024: MPO Regular Policy Committee Meeting – In-Person Report from Cass and Dianna

**Contact Information:**

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