

WASHINGTON SUBURBAN SANITARY COMMISSION

MINUTES OF THE COMMISSION MEETING

Tuesday, April 28, 2015
Laurel, Maryland

Chair Omar M. Boulware (participating by phone) called the meeting to order at 4:10 p.m., in the Commissioners' Conference Room, of the Washington Suburban Sanitary Commission (hereinafter "WSSC"), Richard G. Hocevar Building, 14501 Sweitzer Lane, Laurel, Maryland 20707, with due notice having been given to all members of the Commission and the public. In addition to Chair Boulware, Commissioners Gene W. Counihan, Chris Lawson and Mary Hopkins Navies, were also present by phone, reflecting the presence of a quorum. WSSC Corporate Secretary Sheila R. Finlayson, Esquire, who facilitated the telephone meeting and recorded the minutes, was present in person in the Commissioners' Conference Room. Gregg Moser and Todd Dorfman of the Executive Search Firm of Krauthamer and Associates, Inc. ("K & A") also participated by phone. Absent: Commissioners Adrienne A. Mandel and Roscoe M. Moore, Jr.

AGENDA APPROVAL

Commissioner Lawson moved to adopt the Special Commission Meeting Agenda of April 28, 2015, as drafted, to which Commissioner Counihan seconded the motion. The motion carried with four affirmative votes, two absent (Commissioners Mandel and Moore were absent from vote).

OPEN SESSION

General Manager Search/Transition Plan. The Chairman stated the purpose of the meeting which is to discuss the position description drafted by K & A for the General Manager opening, along with next steps for announcing, posting and advertising the position.

CLOSED SESSION

Commissioner Navies moved that the Commission go into Closed Session pursuant to Maryland Code Annotated, General Provisions Article, Section 3-305(b)(1), to discuss personnel matters related to the General Manager Search/Transition Plan.

Commissioner Counihan seconded the motion. The motion carried with four affirmative votes, two absent (Commissioners Mandel and Moore were absent from vote).

At 4:14 p.m., Chair Boulware declared the meeting was Closed.

ATTENDEES: Chair Omar Boulware; Commissioners Gene Counihan, Chris Lawson and Mary Hopkins Navies. Absent: Commissioners Adrienne Mandel and Roscoe Moore. Staff present: Corporate Secretary Sheila Finlayson. Consultants: Gregg Moser and Todd Dorfman of K & A.

At 4:46 p.m., Commissioner Lawson moved to end the Closed Session. Commissioner Counihan seconded the motion. The motion carried with four affirmative votes, two absent (Commissioners Mandel and Moore were absent from vote).

OPEN SESSION RESUMED

The Commission discussed next steps to include incorporating the Commissioner comments discussed today into the draft position description and forwarding it to both County Executive offices for their input. Draft will then be finalized and posted to the WSSC website, along with a press release announcing the position opening. The Chair also shared that he sent thank you notes to the WSSC Executive Leadership Team and Customer Advisory Board for their excellent feedback.

ADJOURNMENT

There being no additional business, Commissioner Lawson moved to adjourn the meeting. Commissioner Counihan seconded the motion. The motion carried with four aye votes.

At 4:47 p.m., the meeting was declared adjourned.

Respectfully submitted,

//signed//

Sheila R. Finlayson, Esq.
Corporate Secretary