

**Iowa Telecommunications & Technology Commission
Grimes State Office Building, 1st Floor
400 E. 14th Street, Des Moines, IA 50319**

FINAL

April 26, 2010

To ensure the most efficient use of State resources, the April, 26, 2010, ITTC meeting was held via conference call pursuant to Iowa Code section 21.8. A conference call also ensured more Commissioners were able to participate in the meeting and reduced the risk of delays caused by weather or other impediments to travel. The meeting was accessible to members of the public through attendance at the Grimes State Office Building.

Commissioners Present

Betsy Brandsgard, Chairperson (via conference call)
Michael W. Mahaffey, Member (via conference call)
Robert R. Hardman, Member (via conference call)
Timothy L. Lapointe, Member (via conference call)
David A. Vaudt, Ex-Officio Member (via conference call)

Absent:

Pamela A. Duffy, Member

Iowa Communications Network Staff Present

Kevin Heinzeroth, Finance Director (via conference call)
Dave Marley, Operations Administrator
Vicki Wallis, Engineering Administrator
Phil Groner, Interim Service Delivery Administrator
Tami Fujinaka, Government Relations Manager
Marla Gibbons, ICN Contracting
Lori Larsen, Public Relations Manager (Recorder)

Guests

TJ Welton, Governor's Office
Adam Humes, Attorney General

Call to Order

Commissioner Brandsgard called the meeting to order at 2:15 P.M. It was noted that a quorum of members was present for the meeting.

New Business

Review the Scoring Subcommittee's Evaluation of the Bids Received from Executive Director Search Firms

Commissioner Brandsgard and Commissioner Lapointe served as the Commission representatives on a sub-committee tasked with reviewing and evaluating the applications to ICN's RFP (Request for Proposals) 10-024. ICN sent out several proposals requesting input from interested firms about conducting ICN's Executive Director search. Along with Commissioner Brandsgard and Commissioner Lapointe, Tami Fujinaka and Marla Gibbons reviewed applications. ICN received a number of requests, and scored six different firms. ICN evaluated a number of criteria: general merit of methodology, cost, firm's experiences/background, and firm's experiences in hiring executive level employees. Also emphasis would be given to anyone related to the Information Technology or Telecommunications industry. The evaluation team, Commissioner Brandsgard, Commissioner Lapointe, Tami Fujinaka independently scored the applications and brought together their findings. The scores were closely aligned.

Executive Director Search Firm Selection - Commission/Staff

After reviewing the six firms, it was the sub-committee's conclusion that the firm that would meet the needs most effectively would be Management Resource Group, Ltd. Management Resource Group, Ltd performs

executive searches throughout the country. They are an Iowa based company located in the Davenport/Cedar Rapids area.

Commissioner Lapointe stated this was a thorough process. There were a lot of qualities that stood out with Management Resource Group, Ltd. There were only a couple of firms that would have been excellent.

Commissioner Brandsgard said several companies had good proposals. One firm didn't come close in criteria presented. A lot of the firms had different strengths. Overall the evaluation team thought this would be the best match for the type of search and candidate ICN is looking for.

Q - What is the cost?

Commissioner Brandsgard answered it is within \$47,000. That is similar to other proposals that were submitted. Commissioner Brandsgard asked for Tami Fujinaka to provide the amount/formula that was used when completing the search that hired John Gillispie.

Commissioner Lapointe added that cost was one of the factors considered. There were six firms that were reviewed. Four firms were given the same ranking relating to cost, which was an average. The evaluation team did discuss the value in what ICN would be obtaining in the search.

Commissioner Brandsgard said that Management Resource Group, Ltd impressed the evaluation team in its methodology in recruiting individuals. Once they give a list of finalist, they have more in-depth processes and testing in addition to regular background checks. This would be useful in a public environment.

Commissioner Hardman complimented the evaluation team in the scoring criteria.

Commissioner Brandsgard said that Tami Fujinaka and Marla Gibbons did a great job in organizing the efforts.

Tami Fujinaka added when hiring John Gillispie in 2002, ICN paid the recruiter \$29,191, which was 23 percent of John Gillispie's beginning salary.

Commissioner Lapointe moved, on behalf of the evaluation committee that scored the proposals, to grant the RFP to Management Resource Group, Ltd for the purpose of conducting a search for the Executive Director of the ICN. Commissioner Mahaffey seconded the motion.

Commissioner Hardman – Yes
Commissioner Lapointe – Yes
Commissioner Mahaffey – Yes
Commissioner Brandsgard – Yes

Motion approved to grant the RFP to Management Resource Group, Ltd to conduct the search for the permanent Executive Director of the ICN.

Marla Gibbons stated that with the ITTC accepting the recommendation of the evaluation team, ICN will issue the "Intent to Award Contract" to Management Resource Group, Ltd. There is a five day waiting period for appeals. After five days, ICN can enter into a contract, if no appeals are received.

Adjournment

There being no further business, the ITTC Commission meeting adjourned at 2:26 P.M.

ATTESTED TO:



Betsy Brandsgard, Chair, Iowa Telecommunications and Technology Commission