

DDD Executive Committee Meeting
October 12, 2021 9:00 a.m.
Capitol Park Museum, 660 N. 4th Street

Attending: Ms. Melanie Montanaro-Chairwoman, Mr. Eric Dexter-Vice Chairman, Mr. Prescott Bailey-Secretary, Mr. Jude Melville-Treasurer.

Absent: None

Others in Attendance: Mr. Patrick Michaels, Ms. Erin Monroe-Wesley, Mr. Scott Hensgens, Mary Jane Marcantel, Julia Claire Evans, Tim Boone, Gabe Vicknair, Casey Tate, Ryan Benton, Ute Cress, and Rachel Carroccio.

1. Ms. Melanie Montanaro called the meeting to order.
2. Ms. Melanie Montanaro declared a quorum.
3. Mr. Jude Melville made a motion to approve the agenda, Mr. Eric Dexter seconded and the agenda was approved.
4. Ms. Melanie Montanaro stated that proposals have been received from three firms – Emergent Method, Pinson and Associates, and SSA Consultants. She stated that the committee have all been sent the proposals, and asked for questions, comments, and concerns.
5. Mr. Jude Melville commented that all of the proposals were extremely qualified and the processes are simple and straight forward. He commented that costs and experience of team as well as parameters for the search is of great importance.
6. Ms. Melanie Montanaro stated agreement with Mr. Jude Melville’s assessment, and that she thought all three companies are reputable and have great experience to offer.
7. Mr. Eric Dexter suggest ranking the proposals with a scoring system (5 points for #1, 3 points for #2, 1 point for #3.) The scores will determine the top two for final selection in the second round.
8. Mr. Eric Dexter recorded the first round rankings of each committee member as followed:
 - Mr. Eric Dexter - #1 SSA, #2 Emergent Method, #3 Pinson and Associates
 - Mr. Jude Melville - #1 Emergent Method, #2 SSA, #3 Pinson and Associates
 - Mr. Prescott Bailey - #1 Emergent Method, #2 Pinson and Associates, #3 SSA
 - Ms. Melanie Montanaro - #1 Emergent Method, #2 Pinson and Associates, #3 SSA
9. Mr. Eric Dexter tallied the first round ranking score totals:

- Emergent Method, 18 points
- SSA Consultants, 10 points
- Pinson and Associates – 8 points

10. Mr. Eric Dexter recorded the second round #1 selections from each committee member from top two firms Emergent Method and SSA Consultants:

- Mr. Eric Dexter - #1 SSA
- Ms. Melanie Montanaro - #1 Emergent Method
- Mr. Jude Melville - #1 Emergent Method
- Mr. Prescott Bailey - #1 Emergent Method

11. Ms. Melanie Montanaro stated that the top scoring firm Emergent Method will be recommended to the full board at an upcoming special commission meeting.

12. Mr. Jude Melville motioned that the committee make a recommendation to the full board to hire Emergent Method on the terms outlined in their proposal. Mr. Eric Dexter seconded the motion. None opposed. Motion passes.

13. Ms. Melanie Montanaro ask the committee to consider adding support for the CATS tax renewal to the next special meeting agenda.

14. Public Comment – There was no public comment.

15. Meeting Adjourned – Mr. Jude Melville motioned to adjourn. Mr. Eric Dexter seconded and the meeting was adjourned.