



**POTTSTOWN
METROPOLITAN
REGIONAL
PLANNING
COMMITTEE**

140 College Drive, Pottstown, PA 19464 | PARRCoordinator@gmail.com | 484-945-0200

AGENDA

July 27, 2016

5:00 p.m. – 6:30 p.m.

@PAHWF

1. Discuss proposed transition schedule:

- 7/26 -Individual meetings with participating township managers, communications with DCNR and other committee members (Justin)
-4:00 Send committee PARRC meeting agenda, job profile, vacancy announcement for their review (Justin)
- 7/27 -5:00 PM: Issue e-mail notice to supervisors/councilors of 6 participating municipalities (Donna)
-Formal 2.5 week notice (Justin)
-5:00 PARRC meeting agenda items / transition discussion (Justin, et al.)
- 7/28 -9:00AM Issue press release for transition (Skye)
-Post vacancy announcement to PRPS, ASLA, APA and Mercury/Daily Local (Justin)
- 8/12 Justin's last day
- 8/24 4:00 PM Resumes due
- 8/24 Regular PARRC meeting
-Resume screening
-select finalists for interviews
- Week of 8/29
-Conduct interviews
- Week of 9/5
-Vote on preferred candidate
-Issue job offer
- 9/26 Earliest projected starting date

- 2. Review press release
- 3. Discuss retention of search consultant
- 4. Review previous priorities and discuss preferred skill set for new candidate
- 5. Discuss locations for vacancy postings
- 6. Review position vacancy notice, job profile, job description
- 7. Discuss primary contact after August 12

8. Partner Updates:

- a. Pottstown Area Health & Wellness Foundation
- b. Montgomery County Planning Commission
- c. North Coventry Township
- d. Borough of Pottstown
- e. West Pottsgrove Township
- f. Lower Pottsgrove Township
- g. Upper Pottsgrove Township
- h. Douglass Township

Remaining 2016 Meeting Schedule

August, 24

September, 28

October, 26

December, 1