

**PORT OF GALVESTON
REQUEST FOR DISCUSSION AND
TRUSTEES ACTION**

BUSINESS ITEM – E-6

PREPARED BY: Peter S. Simons Interim Port Director October 30, 2017

SUBJECT: Discuss and Consider the Beginning Annual Salary of the Director of Administration

BACKGROUND: In May of this year, the Port began soliciting for a Director of Administration. Twenty-seven candidates applied for the position. Funding for the position is included in the approved 2017 Budget. The Port's "Policies Regulating Performance of Duties: Board of Trustees and Port Director of the Galveston Wharves" provides that the Board of Trustees must approve the salary of any Wharves employee that is in excess of \$50,000 per year. The proposed salary for this position is \$110,000.

RECOMMENDATIONS: The Board is respectfully requested to review the attached information, to listen to the briefing of the Port Director and to approve the proposed beginning annual salary for the Director of Administration of \$110,000.

Respectfully Submitted By:



Peter S. Simons, Interim Port Director

DATE ACTION TAKEN: _____

Approved: _____
Disapproved: _____
Deferred To: _____
Incorporated into Minutes: _____

Motion By: _____
Seconded By: _____
Unanimous: Yes _____ No _____
By: _____

PORT OF GALVESTON

Briefing

Discuss and Consider the Beginning Annual Salary of the Director of Administration

Background

In May of this year, the Port began soliciting for a Director of Administration. This position is funded in the approved 2017 Budget. The Port's "Policies Regulating Performance of Duties: Board of Trustees and Port Director of the Galveston Wharves" provides that the Board of Trustees must approve the salary of any Wharves employee that is in excess of \$50,000 per year. The proposed salary for this position is \$110,000.

Current Situation

Port staff solicited interest in this position thru the American Association of Port Authorities, the Service Academies Career Conference, the Texas Workforce Commission, the Port's website and networking with maritime professionals (principally in the Gulf Coast region). Twenty-seven individuals applied for the position. A team of five individuals – the Director of Finance, the Director of Economic Development and External Affairs, the Senior Director of Marketing and Administration, the Park Board's Human Resources Manager and the Interim Port Director – reviewed each application and identified a short list of six candidates to interview. After the interviews, the Interim Port Director conducted reference checks on the three candidates ranked highest by the team. Based on the interview process and reference checks the selection team universally recommends Mr. Eric Garretty for this position. Mr. Garretty has fourteen years of experience in public administration, personnel management and human resources. He also has considerable leadership experience in a broad range of administrative activities including serving as the chief administrative officer for the United States Military Entrance Processing Command.

Fiscal Impact

This position is a budgeted position. It has been vacant all year. The recommended salary is within the amount approved in the 2017 Budget.

Staff Recommendation

The Board of Trustees is respectfully requested to review the attached information, to listen to the briefing from the Port Director and to approve the proposed beginning annual salary for the Director of Administration of \$110,000.