MEETING NOTICE

EXECUTIVE DIRECTOR SEARCH COMMITTEE

on Thursday, February 15, 2018, 5:00 p.m.
at the Berkshire Regional Planning Commission Office
1 Fenn Street, Suite 201, Pittsfield, MA

AGENDA

I. Call to Order
II. General Ground Rules
III. Interview Thomas Matuszko
IV. Interview Sean Maguire
V. Interview Sungman Kim
VI. Minutes February 8, 2018
VII. Other Business
VIII. Adjournment

* All Items are subject to action*

City and Town Clerks: Please post this notice pursuant to M.G.L. Chapter 39, Section 23B

Please Note: In the case of inclement weather on the day of the meeting, please call BRPC at 413-442-1521, ext. 15 to confirm if the meeting is still being held.
Like the initial interview, questions are designed to allow the candidate to be the lead speaker in the conversation. However, respectful of time, candidates will be asked to be concise and restrict responses to five minutes per question.

1. We’d like to begin by having you tell us about yourself and your career, and why you are applying for the BRPC Executive Director position.

2. The BRPC budget is primarily funded by state and federal funds, some of which are not fully secured when the budget is adopted. As a result, BRPC has to be nimble in securing funds and staffing matters. Give us your idea of what you think a Regional Planning Agency should be and how it should prioritize its efforts given such limited resources.

3. Please describe examples of planning activities in your career and how you would use these planning skills at BRPC and for the betterment of the Berkshire region?

4. The Executive Director is in the public eye through presentations, appearing before municipal or legislative bodies, or being asked for statements which are reported in the press and social media. Describe your experiences with the press and social media in light of what is expected of this position.

5. Please describe your leadership style and provide a few examples of how you have worked effectively with your board or commission, state and federal leaders, community groups, and employees. What qualities do you admire in other organizational leaders that you’ve worked with?

6. Could you describe how you have recruited and retained a diverse team of professionals in your previous positions?

7. Do you have any questions for us?
December 15, 2017

Executive Director Search Committee
Berkshire Regional Planning Commission
1 Fenn Street
Pittsfield, MA 01201

Dear Search Committee Members,

For over 27 years, I have dedicated my professional planning career towards advancing the small cities and towns in Western Massachusetts. In my 20 plus years with the Berkshire Regional Planning Commission (BRPC) and five plus years with the Pioneer Valley Planning Commission, I provided environmental, economic development, community development, master and open space, transportation, public health, and regional planning services to these communities. I would like to bring my experience, knowledge and management approach to the Executive Director position with the Berkshire Regional Planning Commission.

As Assistant Director at the BRPC for almost the last 17 years, I am uniquely qualified for the Executive Director position. I am currently the Program Manager of the BRPC Community Planning program and oversee the Public Health and Environment and Energy Programs. I am currently directly supervising two program managers and one senior planner. Throughout my BRPC career I actively participated in the hiring processes for most of the current BRPC staff and have directly supervised as many as seven staff (ranging from program managers, senior level planners with 10 plus years of experience to entry-level planners and interns). With the Executive Director, I assist in the overall management of the agency.

Working closely with the Office Manager, one of my primary responsibilities is preparing and monitoring the agency budget (+ 2.8 million) and staff hour allocations. This includes integrating between about 50-80 projects or contracts along with consultant contracts. I regularly attend BRPC Executive Committee and Commission meetings and at times have led those meetings in the Executive Director's absence. I have represented BRPC at national and statewide conferences as well as at the Massachusetts Association of Regional Planning Agencies in the Executive Director's absence. My greatest level of effort, however, is in providing direct technical assistance to our member municipalities. Over my BRPC career I have provided substantial assistance to all the communities in Berkshire County. Most recently I have been actively working with communities that have previously not sought BRPC's assistance. I have also initiated new planning initiatives, including establishing the BRPC Public Health Program and recently the shared economic development planner program.

I have made a life-long commitment to Western Massachusetts. I am continually enthralled by the challenge of planning in Western Massachusetts, which as I see, it involves maintaining those items that make us unique: the natural beauty; towns and villages and the sense of history and community; providing for the needs of our residents, especially in light of these trying political and fiscal times. In addition, we must prepare for and adapt to changing times, now most recently related to the aging and declining population, the continual economic challenges and the changing climate.
BRPC is currently in a strong position with a competent, qualified and committed staff, and a strong reputation in the region and the state. I believe I have been a significant contributor to BRPC’s current success. I welcome the opportunity for the Executive Director leadership position where I can continue those items that have brought BRPC to where it is now as well as implement new items to adapt to changing times and new opportunities. I look forward to the interview process.

Sincerely,

Thomas Matuszko, AICP
THOMAS MATUSZKO
112 Stockbridge Street, Hadley, MA 01035
413-549-2641 tmatuszko@charter.net

PROFESSIONAL PROFILE AND RESUME

♦ Committed Land Use, Community Development, and Regional Planning professional with over 27 years of continuous advancement in environmental, land use and economic planning in a rural area.
♦ Dedicated, hard worker seeking highest quality results and products within recognized and acknowledged fiscal constraints and limits.
♦ Creative problem solver who engages innovative solutions to address complex planning issues with a keen ability to see connections and opportunities among sometimes disparate planning sectors.
♦ Respectful listener and clear communicator leading to collaborative results and solutions aimed at maximizing the greatest benefit for the greatest number.
♦ Fair supervisor with a direct, no-nonsense supervisory style who recognizes the ability of professional planners to conduct their assignments with the greatest latitude possible.
♦ Strong believer that the rural quality of life, the natural environment and historic integrity can be maintained while advancing the overall economic and social well-being of the residents in an area.
♦ Experienced regional planner who believes that cooperation among municipalities can be realized to address environmental, economic, social and transportation issues that cross municipal boundaries.

AREAS OF GREATEST EXPERTISE

♦ Project / Budget Management ♦ Zoning
♦ Project Initiation ♦ Policy Body Support
♦ Grant Writing and Development ♦ Municipal Interaction and Collaboration
♦ Comprehensive Plan Development ♦ Public Outreach and Citizen Interaction
♦ Team Building ♦ Political Awareness

PROFESSIONAL EXPERIENCE

Assistant Director, Berkshire Regional Planning Commission, Pittsfield, MA January 2001 – Present

♦ Assists the Executive Director in the overall administration and budgeting of a small to mid-size regional planning agency (~20 staff) serving 32 municipalities in Berkshire County Massachusetts. Prepares and monitors the agency $2.8 million budget with between about 50 - 80 different accounts, some with multiple budgeting items and subcontracts. Provides staff support to Commission policy committees including the Commission Development (current) and Finance, Clearinghouse Review and Regional Issues (prior) Committees.
♦ Manages and directs the Community Planning Program and oversees the Public Health and Environmental and Energy Program. Directly supervises two Program Managers and a Senior Planner including hiring and performance evaluations.
♦ Manages complex planning projects and contracts including the ~$200,000 District Local Technical Assistance program that includes participation from most Berkshire Communities in municipal specific or regional efforts.
♦ Provides direct planning technical assistance to municipalities in areas of land use, environmental and natural resources and economic and community development planning. Current projects include comprehensive planning efforts in the towns of Cheshire and Hinsdale.
♦ Develops grant applications and scopes of work and seeks other funding.
♦ Works with local governments to improve municipal services in a cost effective way. Created and manages the shared Economic Development Planner, a fee for service program to provide the services of a professional, highly technically economic development planner to municipalities.
Principal Planner, Berkshire Regional Planning Commission, Pittsfield, MA March 1997 – December 2000

◆ Coordinated and completed numerous comprehensive plans including The Regional Plan for the Berkshires, nonpoint source pollution watershed assessment plans for the three major Berkshire County watersheds and a scenic byway corridor management plan.
◆ Managed and directed the Environmental Planning Program.
◆ Established agency project budgeting protocol to improve the agency financial position.
◆ Promoted to Assistant Director due to strong performance.

Land Use Planning Consultant, Hadley, MA September 1995 – February 1997

◆ Provided land use, land preservation and environmental services to municipalities, organizations and private interests. Major projects included coordinating local responses to the Federal Energy Regulatory Commission re-license of the Holyoke Dam on the Connecticut River and the Connecticut River Scenic Byway.

Senior Planner, Pioneer Valley Planning Commission, West Springfield, MA November 1989 – August 1995

◆ Provided technical assistance to municipalities on land use and environmental issues. Developed and implemented comprehensive river corridor management plans, comprehensive regional drinking water supply protection strategies, comprehensive community growth management strategies, recreational enhancement plans and traffic corridor management studies.
◆ Responsibilities included project development, grant writing, project management, project administration, staff supervision, report writing, data compilation, analysis, coordinating and leading citizen advisory committees, writing and implementing zoning bylaws, commenting on state regulations, and development of educational and media material.


◆ Developed and implemented farmland preservation strategies using purchase of conservation restrictions, limited development and other innovative land use planning techniques, estate and tax planning tools and donations of land interests.
◆ Identified and evaluated properties and areas for preservation, initiated landowner contact, solicited applications, conducted farm and farmland evaluations and assessments, coordinated and analyzed property appraisals, negotiated with land owners and coordinated property transactions.
◆ Worked cooperatively with municipalities, farm organizations, non-profit organizations and state and federal agencies to implement comprehensive farmland preservation strategies.

EDUCATION

◆ Master of Regional Planning, 1988, University of Massachusetts, Amherst, Massachusetts. Concentration in Rural Resources Planning. Thesis – Innovative Growth Management Techniques
◆ Bachelor of Arts, 1974, Syracuse University, Syracuse, New York. Dual Majors: Sociology-Psychology

AFFILIATIONS

◆ American Institute of Certified Planners
STATEMENT OF MANAGEMENT PHILOSOPHY

A good manager leads by example and seeks to engage a wide audience, listens respectfully, and considers diverse viewpoints and opinions before embarking on a defined course of action. Actions must be designed that objectively consider all facets of a topic or issue to achieve the greatest good for the greatest number in the most efficient manner possible for the long term benefit of the organization, the people of Berkshire County, society at large, the environment and the planet as a whole.

The three primary responsibilities of this position require different emphasis, but engagement, respect, diversity and defined action are the key pillars in each area.

THE COMMISSION

A strong Commission depends on the meaningful contribution of delegates and alternates through engagement that enables them to make informed decisions for the region, their municipalities and the organization. An Executive Director actively works with municipal boards, municipal leaders and municipal staff to solicit and recruit active and interested members. He provides them with comprehensive and accurate information, necessary tools, and the opportunity for discourse before leading them to a decision. He fosters two-way communication with the municipalities through the delegates and alternates and direct outreach to and with municipal staff.

EXTERNAL ORGANIZATIONS

A strong region is built on the meaningful collaboration between a broad and diverse range of external organizations. An Executive Director seeks opportunities for himself and BRPC’s staff to engage and network with external organizations to strengthen both BRPC as well as the external organizations. He fosters strong working relationships with the region’s legislators and their staff, as well as the administration and state officials, through regular and candid communication and participation at key events or committees.

PROFESSIONAL STAFF

A strong professional staff is one where all staff are encouraged and allowed to meaningfully participate in the organization. An Executive Director establishes and implements two-way communication with Program Managers, consistently reporting back items necessary for them to excel in their positions and build strong programs. He also listens and advises them as needed. He encourages Program Managers to do the same with subordinate staff. Delegation of key organization functions throughout an organization demonstrates a level of confidence in staff to allow them to achieve their full professional capability for the good of the organization. He leads BRPC’s administrative staff in developing and adhering to strong and current financial and personnel policies and practices to assure BRPC’s funders and to direct BRPC staff.

I would seek to implement this management approach whereby I believe trust and reliability are fostered leading to the best professional results and a strong organization.
December 14, 2017

Executive Director Search Committee  
Berkshire Regional Planning Commission  
1 Fenn Street, Suite 201  
Pittsfield, MA 01201-6629

Dear Search Committee Members,

Thank you for this opportunity to introduce myself and express my interest in leading the Berkshire Regional Planning Commission. I fully appreciate the amount of time it takes to select a new leader as I was part of a similar transition at my planning commission. The information below clearly explains why I would be an excellent Executive Director for the Berkshire Regional Planning Commission. I have included my resume and leadership and management philosophy for your review and consideration.

I am a dynamic leader with the right combination of education, experience, skills, and abilities.

I have almost 20 years of planning and economic development experience working with at county, regional and state levels. In addition, I hold Master’s degrees in regional planning and public administration, with certificates in urban policy and public-sector management. I am a member of the American Institute of Certified Planners and am an Accredited (Foreign-Trade) Zones Specialist. I am completing the University of Oklahoma’s Economic Development Institute and will sit the IEDC Certified Economic Developer exam in 2018.

I have direct and relevant experience in regional planning, economic development, and shared services and work closely with our region’s metropolitan planning organization. I just completed the update of our region’s Comprehensive Economic Development Strategy. For the first time, our region will have a strategy that aligns with other economic development initiatives and addresses the role of resiliency in our economy. This update was a first step in an ongoing process. We are already looking ahead at our annual update in 2018 and how to further align our goals and objectives with others, including our metropolitan planning organization and regional sustainability efforts.

As an adjunct professor at the University at Albany, I teach planning ethics and comprehensive planning to graduates students in the Masters of Regional Planning program. In the comprehensive planning course, I help students understand how theory connects with practice and why process, public participation, and policy development are important to planners. Outside of class, students often turn to me to help them better understand the structures and functions of municipal government, how to access and use data in the development of plans and implementation strategies, and how to understand the basics of municipal finance.

I am an effective administrator with a record of accomplishment in managing finances and large projects.

For five years, I served as an elected Fire Commissioner in my hometown. During that time, I implemented a series of initiatives that significantly improved the administrative operations of the Fire District such as updating their accounting system to align with the state’s recommended chart of accounts. This reduced the number of errors in
their annual financial report sent to the State Comptroller. With this new accounting system, the State Comptroller found that our finances and new internal procedures met the state’s accepted accounting procedures. While serving as the chief administrator, I managed the District’s multi-million-dollar firehouse replacement project and led the project to its completion. The project was not without its challenges, as I had to terminate the general contractor to protect the District legally and financially.

I have extensive experience securing grant funds for regional local government initiatives. At the Department of State, I managed the development of the regional economic development strategies that resulted in securing millions of dollars in grant assistance for a variety of projects. At the CDRPC I have secured hundred of thousands of dollars in grant funds to support the commissions programs. Specifically, I am responsible for the administration and oversight of the Commission’s planning grant from the Economic Development Administration, an economic development grant from National Grid, and a portion of our Unified Planning Works Program with the Capital District Transportation Committee, our region’s Metropolitan Planning Organization.

I am an expert in economic development, planning, and intermunicipal cooperation.

Due to my vast knowledge in economic development and planning, I have been a presenter at the National Association of Foreign-Trade Zones (NAFTZ). My presentations have included information regarding the economic impact of foreign-trade zones, marketing foreign-trade zones, liability concerns for foreign-trade zone grantees, and foreign-trade zone basics. During my time with the Department of State, I was a frequent presenter to local officials about intermunicipal cooperation options in planning, code enforcement shared services, and municipal consolidation. In addition, I managed a portfolio of projects focused on intermunicipal cooperation and presented on the topic at various regional workshops.

I have extensive experience with public outreach, communication, and government relations.

At CDRPC, I lead our public outreach and communication efforts. I oversaw the transition from a primitive website to a new content management system which has allowed us to use tools such as search engine optimization, social media, and dynamic data presentation to better reach our audience. I often interact with the press following the issuance of a press release that I authored or because of my reputation for knowledge of current issues, trends in planning and economic development. Working with our Executive Director, I have the primary responsibility for our state and federal government relations. This allows him to remain focused on our local constituents while I maintain positive relationships with members of the state legislature and members of Congress.

Overall, my regional planning, economic development, intergovernmental cooperation, and government affairs experience will be valuable to the continued success of the Commission. I look forward to speaking with you about how we can work together to continue to strengthen the Berkshires in the years to come.

Regards,

[Signature]

Sean M. Maguire, AICP AZS
EXECUTIVE SUMMARY

Certified planner, economic development & public administration professional with community development, government management & public affairs experience.

- Experienced administrator with supervisory and financial management expertise.
- Forward-thinking professional with a passion for research and developing innovative solutions for sustainable, successful communities and organizations.
- Accomplished speaker on topics such as economic development, regional planning, government efficiency, intermunicipal cooperation, and community engagement.
- Effective communicator with experience in public outreach, crisis communications and networking.
- Dedicated volunteer with a long history of public service, philanthropy, and community involvement.

ACCOMPLISHMENTS

Helped secure nearly $500 million in grant funding for local governments, non-profit organization, and businesses over more than 15 years.

Attracted more than $50 million in annual capital investments from 80 businesses in the Capital Region.

Managed annual budgets of more than $1 million; completed a $6.6 million capital project despite significant contractor-related complications.

Managed grant investments ranging from $200,000 to nearly $2 million in support of strategic planning.

Actively involved in raising more than $150,000 as a volunteer in support of the David C. Brinkerhoff Memorial Scholarship at the University at Albany, for benefit the Center for Disability Services, and to support the volunteers of the Westmere Fire Department.

Actively work with area businesses that have a direct impact on nearly 2,000 jobs through different economic development programs.

PROFESSIONAL EXPERIENCE

DIRECTOR of ECONOMIC DEVELOPMENT and DIRECTOR of REGIONAL ANALYTICS
Capital District Regional Planning Commission; Albany, New York 2014 - Present

- Direct and coordinate the Capital Region Foreign-Trade Zone, including business outreach and monitoring, impacting more than 1,400 area jobs and resulting in more than $25 million in valued-added production within the region; Grantee Committee Chair for the National Association of Foreign-Trade Zones.
- Direct and manage a federal investment of $210,000 in the Region’s Economic Development District to implement the Federal Comprehensive Economic Development Strategy, a strategic plan for development.
- Direct the ongoing updates to the Commission’s website and manage its social media profiles; principally involved with developing materials that promote the programs and accomplishments of the Commission.
- Leading the development of a comprehensive Community Dashboard data visualization product to consolidate various data sources reported by the Commission in a manner that is easy to use, navigate, and analyze.
- Monitor, maintain and visualize the Commission’s various regional data products by researching and analyzing Census, NYS municipal finance, state labor force, and other data sources; prepare IDA economic impact analyses.

REGIONAL PROJECT MANAGER and LAND USE TRAINING SPECIALIST
New York State Department of State; Albany, New York 2007 – 2014

- Facilitated the development of regional strategic plans for the Mohawk Valley and North County Regional Economic Development Councils which resulted in securing more than $477 million in state funds since 2011.
• Assisted local governments and state officials across 18 New York counties with the Local Government Efficiency program, including the supervision and management of more than 40 active local initiatives; a total of 104 projects with a value of more than $16.95 million.
• Successfully secured more than $1.85 million in federal funding for the Northern Border Regional Commission.
• Author of the Division of Local Government Services’ Strategic Business Plan which provides direction on how to re-engineer its outreach programs into a comprehensive technical assistance program.

SENIOR ECONOMIC DEVELOPMENT PLANNER
• Attracted more than $50 million in capital investments and created 400+ jobs from 80 certified businesses in the Albany County Empire Zone.
• Managed a portfolio of more than $1.98 million in grant funds for CDBG projects including a business incubator and community loan fund and an EPA Brownfields Assessment Demonstration Project.
• Vice-Chair of the Albany County Business Services Team for the Workforce Investment Board;
• Supervised the work of a Department Secretary, Economic Development Planner, and Policy Analyst.

PLANNER
River Street Planning & Development; Troy, New York 2001 – 2003
• Coordinated projects and managed sub-contractors and reviewing drafts prior to final submission to clients.
• Developed comprehensive plans and strategies for various communities in New York State.
• Facilitated community meetings, charrettes, neighborhood workshops and client presentations.

EDUCATION

MASTER OF PUBLIC ADMINISTRATION
Rockefeller College of Public Affairs & Policy, University at Albany, Albany, New York
Certificate in Public Sector Management
Concentration: Local Government Management and Urban Planning & Policy

MASTER OF REGIONAL PLANNING
University at Albany, Albany, New York
Certificate in Urban Policy
Concentration: Housing, Local Economic Development and Community Planning
Research: “Economic Development Zone Programs and New York State”

BACHELOR OF ARTS
University at Albany, Albany, New York
Certificate in Geographic Information Systems and Spatial Analysis
Major: Geography and Urban Studies & Planning, with a discipline in anthropology

AWARDS AND DISTINCTIONS

Pi Alpha Alpha. University at Albany Chapter, May 2014.
My Leadership and Management Philosophy
Sean M. Maguire, AICP AZS

Who Am I? I am a the professional that I am today due in large part to my life experiences. From observing how my neighborhood came to life early each morning while delivering the newspaper, to getting to know the local business I work for and with, to serving as a volunteer in my church and local firehouse, I have a genuine interest the health and success of communities. I look for and seek to harness the potential in everyone and everywhere.

Today, I have become a certified planner, economic development and public administration professional with community development, government management and public affairs experience. I am an experienced administrator with supervisory and financial expertise. I am a forward-thinking educator with a passion for research and developing innovative solutions for sustainable, successful communities and organizations. I am an accomplished speaker on topics such as economic development, regional planning, intermunicipal cooperation, and community engagement. I am an effective communicator with experience in public outreach, crisis communications and networking. I am a dedicated volunteer with a long history of public service, philanthropy, and community involvement.

My Views of Leadership and Management. The development of a leadership and management philosophy is not an overnight exercise. It is one that requires discernment. Management can be taught. It is about process and metrics; regulations and procedures. Leadership, on the other hand, cannot be learned from a book. It is based on the collective experiences of an individual. It is about people and motivation; ethics and integrity. Managers are obeyed; leaders are followed. Managers do things right; leaders do the right things. Leadership is about influence, not authority. As a manager, I aspire to be an inspirational leader that can bring people together for a purpose higher than themselves.

What Do I Believe? I believe in many things; it is not a short list. These are my priorities as a leader and a manager.

★ Inspire Greatness, Set an Example. My primary approach is to lead through inspiration and motivation. I have found that inspirational leadership is the best approach because when people buy into the organization’s goals and accomplish, they work hard because they genuinely believe that their efforts matter and make a difference. As a leader, I am always willing to do the task that I’ve asked another to do. I will never ask nor direct someone to do something that I would not do myself. A true leader is the first to get his or her hands dirty.

★ Expect Excellence. I value knowledge, honesty, integrity, innovation. I expect myself to approach each day ready to face the challenges. I will not compromise my values, integrity, or ethics. I will not be dishonest, nor will I tolerate dishonesty.

★ Cultivate Knowledge. I encourage staff to grow and develop as professionals. I encourage them explore other areas of interest that advance our mission. Doing so motivates them and improves the organization. In addition, when there is overlap with others, if a sudden change were to occur, we risk less of a stumble.

★ Celebrate Achievement. I believe that great leaders take the time to recognize others and celebrate their success. As a leader, I am always looking for ways to recognize the work of my team members. It can be as simple as congratulating an individual or team during a staff meeting on the completion of a project, or going the distance to having that work recognized with a formal award.

★ Achieve Balance. I value balance in work and life and expect the same from others. I place a high priority on family because to many, that is why they come to work each day and who they look forward to returning home to each night. I expect people will take care of their families first so they are ready to work without distraction or worry. I expect people to keep their lives balanced so they do not become overwhelmed or burned out.

★ Take Chances, Own Them. I encourage others to take chances, but also provide mentorship along the way. Own your successes and your failures. Learn from your mistakes. Don’t try to hide from any of them.

★ Be Open. Stay open minded about new ideas, suggestions, and improvements from all sides. Someone may have a different experience or perspective that you have not considered before. Don’t worry about building a defense to criticism, but instead take the opportunity to understand the other person’s position.

★ Communicate, Collaborate. Successful plans rely on effective communication with others and active listening. Never underestimate the role of working together to implement a challenging goal and objective.
Berkshire Regional Planning Commission
1 Fenn St #201
Pittsfield, MA 01201

January 23, 2018

RE: EXECUTIVE DIRECTOR

Dear members of the selection committee:

I am writing to express my interest in the Executive Director position for the BRPC.

I have had experience in consultation and research work for national and federal government agencies for over 13 years, and also successfully managed planning and development projects with local governments for more than 14 years. Given the 27 years of total experiences, I can tell that I understand the economic, political, social, and functional values of public sectors and am enjoying their energizing atmospheres.

My passion for and knowledge of urban development led me to pursue my doctorate degree (PhD) with a thesis on urban planning and design. I achieved master degree (MLA) with a dissertation on environmental psychology (people’s reaction to given environmental settings). In practice, as a certified planner (AICP) and being a Professional Landscape Architect (PLA) and certified GIS Professional (GISP), I have been actively involved in various development and construction projects. When I acquired my MBA degree in April 2013, human capital management caught my attention, and I realized my potential career there. In due course, I acquired a certification of Senior Professional in Human Resources (SPHR) and SHRM-SCP.

Through professional and academic achievements, I have become particularly well-versed in urban economics, transportation modeling & planning, human capital management, budget planning and management, sustainable urban growth pattern management (through Strategic Regional Plan, Comprehensive Plan, Zoning, Form-Based Code, Subdivision and other special development regulations), housing (HOME/CDBG), redevelopment, public utilities, environmental assessment (NEPA) & protection, historic preservation (CLG Program), capital improvement programs, budgeting, parks & open space development, construction, business management, emergency management (FEMA Floodplain Management & Emergency Evacuation), environmental justice and code enforcement activities. I am a conscious professional with diverse planning experiences.

I have a long history working with the Chamber of Commerce and Economic Development Corporations to retain and recruit businesses. I have also been working with Federal, State, Regional Councils, Transportation Planning Organizations, Counties, municipalities, private developers, landowners and concerned citizens, and established successful relationships with
them. I am particularly good at coordinating and communicating with decision-making bodies. Since acted as a full member of Florida APA Legislative Committee, I am familiar with legislative process, and have experiences in educating and lobbying legislators.

Some of work examples include airport safety zone and buffer planning for Camp Blanding Military Training Center; Space X program review for Cecil Field Airport; Northeast Florida Light Rail Development Plan; bus route and headway planning for Clay Transit; waterborne transit plan review for Clay County; multi-modal transit station development for City of South Padre Island, and Volusia-Deltona Joint Planning Initiatives for regional interests. Also, local government planning efforts related to Visioning, Comprehensive Plan, Strategic Development Plan, Zoning Ordinance, historic preservation, environmental impact (EIA/EIS), wildlife habitat protection, natural resource management, economic development (including policies through State Tax Codes) and emergency management have been within my regular purview.

As an energetic team player, I feel confident of being a nexus-core or a mediator at a government institution or between agencies. I am careful in identifying issues, but do not hesitate in making decisions. I am a strong goal-achiever, and always utilize full potential of my team. I would like to see my team members grow, eventually, to have each of them contributing one’s best knowledge and professional capabilities for the agency and, further, the region.

It is my goal to combine my range of experience with my ability to be a compassionate, enthusiastic, intelligent leader who will make a positive contribution to the public, and I hope to assist you achieving your goals, articulating the agency’s vision and eventually providing successful public services, while respecting the organizational culture and offering a "partial" Lean-Six Sigma work process. Mostly, I can promise you transparent and accountable project management of the agency.

Thank you for your time and kind consideration.

I am, mostly respectful,

Sungman Kim
**MANAGEMENT PHILOSOPHY**

Through years, I became a leader moderating efforts of staff and community members and a flexible manager ensuring works to be done in time. As a confident and honest professional who is committed positively to my team and the organization, I always try to exhibit ethical and moral courage and ensure myself to be an example for everyone in the organization.

The 27-year experiences and educations provided ample confidence in leading people to the right direction and, as a self-esteem and self-assured professional, I strongly believe that I can make a positive difference and am willing to take risks to accomplish high goals for the public.

I am open to any communications and ready to provide honest answers. At the same time, I would like to share ideas and collaborate with others to accomplish better results. As a goal oriented leader and manager, I encourage innovative as well as any old-fashioned approaches in achieving the goals. During the goal achievement process, I am always standing by the efforts of my team members and provide a notion that they are not alone.

I aim to serve people, and it includes developing the capacities of my team members, while personally demonstrating ethical and moral courage to meet standards for being fair and just.

Internally, as a confident and honest professional, I share with others a clear vision; do not hesitate to challenge obstacles; welcome any innovative approach in achieving goals; encourage others to act all together as a team; and always recognize their contributions.

Externally, I will manage a communication program and a customer relationship management (CRM) system to facilitate accessible, open and transparent communication with the public and other stakeholders. Practically speaking, accessible, open and transparent communication is to avoid possible conflicts and those conflicts arise when there is misunderstanding between each other.
SUNGMAN KIM  
PhD, MBA, MLA, AICP, ASLA/PLA, GISP, SPHR, SHRM-SCP  
3287 Noble Drive, Brownsville, TX 78526  
Cell (956) 407-2003 | Email: sungmankim@hotmail.com

“I’m a leader with a deep background in both sectors of academic, including outreach, and public, covering customer service. I love to work in a team environment, juggle projects, streamline work process, achieve professional goals, formulate ideal outcomes, provide solutions, and keep my fellow employees well-informed and equipped to do their jobs.”

EDUCATION

University of North Florida, Jacksonville, FL  
Master of Business Administration, April 2013 | Major: General Business

University of Sheffield, England, the United Kingdom  

Seoul National University, Seoul, South Korea  
Master of Landscape Architecture, February 1995 | Major: Environmental Psychology

Daegu University, Daegu, South Korea  
BA in Landscape Architecture, February 1990 | Major: Landscape Architecture

OTHER TRAININGS

Urban Transportation Planning, October 30 – November 3, 2006, the Center for Urban Transportation Studies, University of Wisconsin – Milwaukee and the University of Tennessee in partnership with the Florida Department of Transportation and Florida Public Transportation Association

EXPERIENCE

Landform & Planning, Brownsville, TX  
Principal, December 1, 2017 - Current, Full-time  
- Consultation on urban planning, landscape architecture, GIS, and software programming projects

City of South Padre Island, South Padre Island, TX  
Director of Development Services, May 1, 2013 – December 1, 2017, Full-time  
Direct supervision of two (2) with general office budget $225,420; special budget approx. $2.1 million (TPWC construction grants received). Coordinates 29 employees (public works, building, environmental health, and parks & recreation) with general budget $2 million; capital budget approx. $6.5 million.

- Oversee citywide development operations including long and short-term planning, subdivision, shoreline management, parks & recreation, and development permits (2.5 sq.mile; 5,900 inhabitants or 5 million annual visitors);
- Acts as City’s planning chief, also as the Business Ombudsman or Development Facilitator;
- Manage planning and special development budgets;
- Oversee the City’s transportation analysis and planning;
- Participated the City's multi-modal transportation facility development;
- Gathers, interprets, and prepares data for studies, reports and recommendations for decision-making purposes;
- Evaluates planning-related legislation and applicability to department projects;
- Responsible for the administration and enforcement of comprehensive plan, strategic plans, zoning, subdivision, form based codes, etc.
- Assists in the development and implementation of growth management, land use, economic development, facilities, or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements;
• Evaluates land use proposals to insure compliance with applicable City, State or Federal laws for conformity to establish plans and ordinances; evaluates proposals’ development impact as they relate to the adopted plans of the City and makes recommendations;
• Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development;
• Coordinates Building, Public Works and Public Health Departments;
• Assists the City in the enforcement of local ordinances and in interpreting city codes and master plans;
• Assists in evaluation of submitted building project plans to ensure compliance with all applicable codes;
• Represents the organization on regional/local boards;
• Collaborate with State Agencies: Texas Department of Transportation, Texas Parks and Wild Life Department, and General Land Office; (Multi-Modal Transit Station Design Review; the 2nd Causeway Construction issues; State-Road and Median design & management; NEPA categorical exclusion; Space X program; Public Park design);
• Assist City Council, Economic Development Corporation, Planning and Zoning Commission, Board of Adjustment, Development Review Task Force, Shoreline Task Force, and Parks, Recreation and Beautification Committee;
• Responds to local citizens inquiring about city planning and zoning regulations and ordinances;
• Provide professional design for public improvements;
• Manage and provide GIS services: Analyze, develop and maintain geographic information including Future Land Use, Zoning, Traffic Circulation and other strategic planning maps.
• Managed community events and recreational opportunities;
• Acquired TPWC (Texas Parks & Wildlife Commission) grant for a Public Park Construction (John L. Tompkins Park);
• Develop and maintain Parks and Open Spaces; and
• Oversaw operations of citywide park system including the community center.

**Landform & Planning**, Green Cove Springs, FL and Brownsville, TX  
*Principal, August 28, 2012 – May 1, 2013 (Part-time while working on my MBA study)*
• Consultation on urban planning, landscape architecture, and GIS projects

**Clay County Board of County Commissioners**, Green Cove Springs, FL  
*Chief Planner, Floodplain Manager, & CLG Coordinator, November 28, 2006 – August 28, 2012, Full-time*

*Direct supervision of thirteen (13) with General Budget $1.2 million.*
• Overseas planning (land use, housing, transportation, infrastructure, environmental, historical and economic developments) operations of Clay County (644 sq. mile; 180,000 population);
• Supervised staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, recommending disciplinary action and termination;
• Supervised design and production of colored maps, drafting and coordination of approval of management plans, and reviewing of development and DRI applications, site plans and PUD’s;
• Provided professional leaderships in special planning to address land use compatibility issues with Camp Blanding Joint Military Training Center (72,000-acre) through JLUS and AICUZ (32 CFR 256);
• Provided analysis, projections and recommendations on capital projects, fiscal and environmental impacts of development proposals, and general legislative/quasi-judicial activities;
• Provided assistance to local legislative activities that includes but not limited to Comprehensive Plan, Zoning, and Transfer of Development Rights (TDR) program.
• Provided assistance to Parks, Recreation and Open Space Board and maintained Parks, Recreation and Open Space Master Plan;
• Collaborated with State Agencies: Florida Department of Transportation and Florida Department of Community Affairs;
• Coordinated ISO and FEMA as a local floodplain manager;
• Oversaw the County’s transportation analysis and planning;
- Collaborated with TPO (Transportation Planning Organization) in providing regional transportation system; (First Coast Light-Rail feasibility study & route selection; Beltway construction; Camp Blanding Joint Training Center -114 sq.mile ground & air base-development issue; FSUTMS calibration; NEPA process and review);
- Assisted Cecil Field Airport (private space & air facility; Space X program) as a member of the Advisory Committee;
- Assisted Board of County Commissioners, Planning and Zoning Commission, and Historic Preservation Committee;
- Prepared urban design guidelines;
- Provided planning-related GIS information;
- Coordinated Public Works, Building, Housing (HOME/CDBG) and Code Enforcement; and
- Maintained Interlocal Agreements with the School Board, including impact fee and statutory agreements.

**City of Deltona**, Deltona, FL  
*Planning Manager / Senior Planner*, July 15, 2003 – November 15, 2006, Full-time  
*Direct supervision of three (3) with General Budget $250,000 and Capital & Special Budget $10.3 million.*

- Coordinated planning and zoning operations of Deltona (41 sq. miles; 82,000 population);
- Managed and supervised land use, transportation, Housing (SHIP/CDBG), environmental planning and GIS operations;
- Managed local comprehensive plan and general planning and zoning activities
- Provided technical analysis on capital projects and development proposals;
- Provided audit preparations for the SHIP/CDBG program;
- Collaborated as a committee member with Volusia County MPO;
- Acquired $ 5,151,890 TRIP (Transportation Regional Incentive Program) fund for Road Construction (Normandy Blvd); and
- Prepared urban landscape, streetscapes, public facilities and parks design for municipal projects.

**Virginia Polytechnic Institute & State University**, Blacksburg, VA  
*Visiting Professor* (Post-Doctoral) at Community Design Assistance Center; July 5, 2000 – July 3, 2003  
*Managed federal research funds.*

- Provided research for Urban & Community Forestry Assistance Program of USDA Forest Service and VA Dept of Forestry regarding urban trees, greenways, and trails.
- Performed research on urban development and networking system.

**Department of Landscape Architecture, University of Sheffield**, South Yorkshire, England, the United Kingdom  
*Graduate Staff (PhD Student)*; September 1995 – March 2000

- Studied on urban design guidelines, especially to identify relationship between aesthetics and functionality;
- Received ORSA (Oversees Research Students Award), the most selective and prestigious awards offered to international students, which is funded by the Committee of Vice-chancellors and Principals of the Universities of the United Kingdom;
- Received the Sheffield University Bursary Scheme.

**Parks & Open Spaces Lab. of Seoul National University**, Seoul, South Korea  
*Project Manager*, February 1990 – March 1995

- Supervised eighty (80) national employees.
- Environmental Impact Assessment/Statement (Air, soil & water pollution);
- Seoul Subway Developments and other national developments
- New Town Developments;
- Nuclear Power Plant relocation projects;
- Seoul National Greenbelt installation.
PROFESSIONAL CERTIFICATION & Licensure

AICP (American Institute of Certified Planners), American Planning Association, Certificate Planner Number: 020112, Valid Until: 12/30/2018

Professional/Registered Landscape Architect, Texas Board of Architectural Examiners, Registration No: 2864, Valid Until: 10/31/2018; the Mississippi State Board of Architecture & the Landscape Architecture Advisory Committee, License No: 584, Valid Until: 12/31/2019

SPHR (Senior Professional in Human Resources), HR Certificate Institute, Unique Identifier: 600888405; Valid Until: 10/31/2018

SHRM-SCP (SHRM Senior Certified Professional), Society for Human Resource Management, Valid Until: 10/31/2018

Certified GIS Professional, the GIS Certification Institute, No: 00054812, Valid Until: 05/25/2019

Certificates of ICS 100, 200, 300, 400, 700, and 800, Incident Command System (ICS) of National Incident Management System (NIMS), FEMA, US Department of Homeland Security

AWARDS

The 2017 Planning Excellence Recognition for the City of South Padre Island, the American Planning Association Texas Chapter;

The 2016 Planning Excellence Recognition for the City of South Padre Island, the American Planning Association Texas Chapter;

The Grassroots/Non-Profit Initiative Award for “Clay Hill Community Design Guidelines”, the Florida Planning and Zoning Association, 2012 State Award;

The Outstanding Public Study Award for “Clay Hill Community Design Guidelines”, the Florida Planning and Zoning Association, 2011 Section Award;

Received ORSA (Oversees Research Students Award), the most selective and prestigious awards offered to international students, which is funded by the Committee of Vice-chancellors and Principals of the Universities of the United Kingdom, 1996-1998;

Received the Sheffield University Bursary Scheme, 1995-1998.

PUBLICATIONS & DESIGN WORKS

Peer-reviewed article:

Forty publications related to:
Urban Planning and Design
Economic Development
Open Space Planning and Design
Planning Policies
Demographics

Demand Analysis
Environmental Impacts
Environmental Psychology
Ecosystems
New Town Developments

Twenty five design works related to:
Parks and Open Spaces
Trailhead

Urban Streetscapes
University Campus Master Plan
MEMBERSHIPS/PROFESSIONAL AFFILIATION

American Planning Association
- Texas Chapter, Member, since 2013
- Florida Legislative Committee, Member-At-Large, 2011-2013
- First Coast Section, Board of Directors, 2011-2012

Urban and Regional Information Systems Association (URISA), Member, since 2013

American Society of Landscape Architects, Member, since 2006

Council of Landscape Architectural Registration Boards, Record Holder, since 2005

Society for Human Resource Management, Professional Member, since 2015 (Member ID: 01693769)

International City/County Management Association, Smart Growth Network

Cecil Field Airport, Advisory Committee Member, 2010-2012

Northeast Florida Transportation Modeling Coordination Group, Member, 2010-2012

Florida Planning & Zoning Association, Member, 2003-2012

Florida Association of Cadestral Mappers, Member, 2006-2012

Ecology & Society, Member, since 2003

MAJOR GRANTS ACQUIRED

Texas Parks & Wildlife Commission Outdoor Recreation Grant ($400,000) for the 1st Phase of the City’s Community Park Construction (2015)

CDBG Small Business Development Grant ($200,000) for water line extension to a local dairy factory (2009)

Transportation Regional Improvement Program ($5.1 million) for Normandy Boulevard Construction (2006)
I. Call to Order

Kyle Hanlon started the meeting by reading a statement regarding the open meeting law. BRPC records all meetings. Others may record the meeting after informing the chair. Any documents presented must be left with the chair of the meeting.

Present at meeting
Kyle Hanlon
Lauren Gaherty
Ellen Kennedy
Sheila Irvin
Marianne Sniezek

II. Review of Minutes from January 20, 2018 Meeting

Ellen Kennedy moved to approve Executive Session Minutes of January 20, 2018; seconded by Lauren Gaherty. All present approved.

III. Additional Resumes (if received)

Additional Resumes per legal counsel – the ED Search Committee does not have to look at any additional resumes if received.

Kyle asked for a motion to hold any additional resumes because we are up against a tight timeframe.

Sheila Irvin moved to not look at any additional resumes if received and hold new applications on file; seconded by Ellen Kennedy. All present approved.

IV. Other Business – Recommendation to the Commission and Round 2 Interview Questions (discussed after Executive Session ended)

Update on Procedures – per legal counsel

Clarification on Recommendations

The ED Search Committee cannot rank or recommend to the Commission after only holding EXECUTIVE Session interviews.

The ED Search Committee CAN recommend to the Commission at or after OPEN Meeting Interviews have been held. Note: any discussions about the final candidates interviewed must be in an open meeting.
1. The committee discussed a strategy for a recommendation to the Commission. Listing pros and cons for each candidate or a recommendation of a candidate to the Commission by each ED Search Committee member. The ED Committee agreed to offer individual recommendations to the Commission. Lauren stated she would recuse from the recommendation because the new Executive Director would be her new boss.

2. Round 2 Interview Questions for February 15, 2018
The committee reviewed the draft round 2 interview questions and reduced the amount of questions to seven questions. The candidates will be given 5 minutes per question for an estimated interview time of 35 minutes per candidate.

V. Executive Session
Kyle read the following Executive Session Statement:

I will accept a motion to go into Executive Session as allowed by MGL chapter 30A, section 21(a)(18) to consider potential candidates for the BRPC Executive Director position, because considering potential candidates in open meeting will have a detrimental effect in obtaining qualified candidates.

We do expect to return to regular session after the Executive Session is completed.

Executive Session Roll Call:
Kyle Hanlon – yes
Lauren Gaherty – yes
Ellen Kennedy – yes
Sheila Irvin – yes

VI. Adjournment at 7:20
Sheila Irvin moved to adjourn; seconded by Lauren Gaherty. All present approved.

Meeting materials
Minutes January 3, 2018
Legal update on procedures
Draft Round 2 interview Questions