



Meeting Activities
January 19, 2018
Executive Director Search Committee

1. Call to Order
2. Changes to agenda
3. Approval of prior meeting minutes
4. Finalize written questions
5. Interview questions
6. Open/Public Comment
7. Schedule Next meeting
8. Adjourn

NEXT MEETING: 01-26-2018– Time TBD

Discussion:

Kevin called the meeting to order at 1:10 pm.

Minutes:

1. Hal motioned to approve minutes and Linda seconded. Minutes approved January 12th meeting.

Finalize written questions:

2. Quorum present and committee worked on and finalized written questions.
3. Linda motioned to approve the finalized written questions. Jessica seconded. Written questions have been voted on by committee and approved. Vanessa will compose questions and email to Linda Davis in human resources.

Open/Public Comment:

4. Sue reminded the committee if any work is done via email to include Vanessa. Committee members declared they did not work on questions through email since the last meeting.

Adjourn:

Meeting adjourned at 2:47 pm.

Action Items:

1. Vanessa will compose a document of the written questions and send to Linda Davis in human resources.
2. Vanessa will also scan the question documents to Jeanette with edits.
3. Email will be sent to determine a start and end time for the meeting next week.

Committee Present: Bruce Cline, Hal Wright, Jessica Howard, Kevin Wagner, Linda Skaflen

Staff: Marcia Tewell, Susan Fager, Vanessa Hernandez

Absent: Rob Buzogany, Jeanette Cordova