



Meeting Activities
January 26, 2018
Executive Director Search Committee

1. Call to Order
2. Changes to agenda
3. Approval of prior meeting minutes
4. Touch base on scoring of the applicants
5. Update for search committee at Council meeting
6. Review and finalize oral questions
7. Determine timeline for search committee interviews
8. Open/Public Comment
9. Schedule Next meeting
10. Adjourn

NEXT MEETING: February 2nd 1-3 pm via GoTo Meeting

Discussion:

1. Jeanette called the meeting to order at 12:10 pm.
2. The committee added 'Touch Base on Scoring of the Applicants' and 'Update For Search Committee at Council meeting' to the agenda.

Minutes:

3. Minutes amended with change to Discussion section; Bruce did not call the meeting to order, Kevin did. Linda motioned to approve amended minutes and Kevin seconded. Minutes approved for the January 19th meeting.

Touch base on scoring of the applicants:

4. Kevin has finished scoring; committee has not looked at his scoring as to not influence their score. The entire committee is using the comparative analysis. Jeanette emailed the updated comparative analysis document to the committee before scoring started. Kevin made the motion that committee will put onward 23 of the top candidates that are scored of the 65, Rob seconded. Entire committee approves.

Update for search committee at Council meeting:

5. Jeanette gave update to search committee from Council meeting.
6. Names of final candidates who interview with full Council will be sent to Linda 14 days in advance.

Finalize written questions:

7. Committee edited and finalized the written questions and requirements.

Finalize oral questions:

8. Quorum present and committee discussed oral questions.

Determine timeline for search committee interviews:

9. Scoring of applicants will be done by 5 pm January 31, 2018. The top 23 candidates will receive written questions from Human Resources the search committee developed and have between Feb 1- Feb 5th to submit responses.
10. Search committee will meet Friday February 2nd 1-3 pm via GoTo Meeting to review finalized questions and tie up any loose ends. Then Friday February 9th from 12-3 pm in person to finalize scores from candidates written questions. In person interviews scheduled for Friday February 16th from 8 am until 6 pm.

Adjourn:

Meeting adjourned at 3:05 pm.

Action Items:

1. Jeanette will email Vanessa updated question document.
2. Jeanette will email search committee the application that does not have a NEO GOV number attached. Jeanette asked committee to respond to her directly with that applicants score and she will send all the responses to Linda Davis in Human Resources.
3. Reminder, all candidates must be scored and documented.
4. Jeanette will email the written question rubric to the search committee.
5. Vanessa will create a time slot for the search committee interview schedule.

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

Staff: Susan Fager, Vanessa Hernandez

Absent: N/A