



## Meeting Activities December 15, 2018 Executive Director Search Committee

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### Minutes:

First part Marcia was present until committee voted to enter executive session.

1. Introductions occurred. The meeting was called to order by Jeanette Cordova.
2. Qualifications ; the responses to the survey that Lisa Franklin sent out regarding that qualities an E.D. would have were discussed and categorized. Additional minor changes were completed on the position description such as having 'Colorado' spelled out. The final copy of the P.D has approved. Marcia estimated that after HR gets the final copy, they can post early next week, hopefully Monday.
3. The role of Marcia on the search committee was discussed with the outcome being that she should not be on the committee because she should not determine who the next E.D. is.
4. Jeanette asked for a vote to go in to Executive Session. Linda Skaflen made the motion and Hal Wright seconded. Vote to enter executive session was approved.
5. Lisa Franklin presented the document she consolidated with all the questions committee has complied. She grouped questions based on qualities that Council members said they are looking for in an executive director.
6. Lisa purposed as homework to integrate the questions Jeanette brought forward regarding equity, diversity, and inclusion and then will send a confidential email draft. Asked that the committee reads the email and responds.
7. Hal confirmed and supported the idea that this information not be discussed at the meeting but instead through email.
8. Lisa feels it is important to get the questions in order first and then apply a scoring system.
9. Lisa clarified that once the position closes and all the applicants have been screened then the top ranked individuals will be given a written exam. The second step is the committee decides how to score the written exam. Then oral exams are given and scored, which will narrow it down to three candidates. The final three will answer oral questions with the Council.
10. Rob advised that Linda Davis with Human Resources will support and do the written exam and testing scores per policy.
11. Jeanette stated that she preferred the written questions be the first week out after the applications are submitted and Bruce stated process wise this would not be feasible since the posting is going in soon.
12. Lisa mentioned the oral questions will need to be revisited based on what candidates have on applications.
13. Rob asked if there is someone from the search committee who will be in contact with Linda Davis (HR). Lisa advised that Jeanette will be the one in contact with Linda Davis.
14. Kevin stated the first question should be based around inclusion
15. Committee approved for Lisa to consolidate the document with questions.

Meeting adjourned at 3:02 pm.

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**Next Meeting: Friday December 22, 2018 1-3 pm**

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Present: Robert Buzogany, Lisa Franklin, Jeanette Cordova , Bruce Cline, Hal Wright, Jessica Howard, Kevin Wagner, Linda Skaflen,

Staff: None

Absent: None