



Meeting Activities
December 22, 2017
Executive Director Search Committee

1.	Call to Order and Introductions, if needed	Jeanette
2.	Review and Approval of Prior Meeting Minutes	All
3.	Additions to Today's Agenda	All
4.	Review of Open Meeting Rules	Jeanette
5.	Conflict of Interest Review and Sign	Jeanette/All
6.	Guidelines on Process	Jeanette
7.	Clarification on MOU status	Jeanette
8.	Acquisition of Staff Input on Qualities they want in a Leader	Jeanette
9.	Review of Questions	
10.	Who will do what?	All
11.	New business	All
12.	Adjourn	

NEXT MEETING: December 29, 2017 – 1:00 – 3:00 PM

Discussion:

Jeanette called the meeting to order at 1:06 pm.

Minutes:

1. Correction to the December 15th minutes in the fourth line with a typo of "qas" should be changed to "has". Kevin motion to approve minutes and Rob seconded. Amended minutes approved.
2. Bruce asked the committee to define his role to be as facilitator.
Hal asked that Bruce keep the committee on track and Lisa asked that Bruce remind the committee of the by-laws.

Open Meetings Act:

3. Jeanette asked there be a change to the agenda to add Sue. Sue shared information regarding open meetings act.
4. Sue- Followed up with the email she sent that declared the DD Council is a State body and not a Local body. Guidance varies between the two, such as minutes, and when a committee can go into executive session.
5. Executive session needs to be brought to the entire Council for approval. Jeanette stated she read the law and believes this is where the DD Council differs because search committee can go into executive session because the public was notified. Sue believes this is a subcommittee. Statue provides guidance on which topics can be address on executive session.
6. Jeanette stated the search committee does not want to go in to executive session the entire time referenced Colorado sunshine law.
7. Sue referenced and read section 3.5 of the document.

8. Lisa stated the search committee reviewed before going into executive committee. The committee does not want the questions published publically and create an unfair advantage.
9. Bruce made an observation that there is a procedural the issue to determine if this is a committee or a subcommittee but the definition of a committee, if search committee is included in this definition, then search committee should be okay. Marcia mentioned the search committee could be considered an AdHoc committee where they met for a short time until the process is complete.
10. Jeanette put in a call to the Colorado Legislative Legal Services to get clarification. She asked the committee if they felt comfortable to move forward while waiting for clarification. Committee agreed.
11. Bruce asked to also get legal clarification on if the executive session procedure was followed correctly.
12. Lisa asked Jeanette to also get clarification on how to handle interview process once the written exam is complete. Sue stated that falls under human resources processes.
13. Marcia stated as part of open meetings we have to post the name of the applicants for the public to view. Linda Davis is working on this issue with her supervisor and will follow up with Marcia next week.
14. Lisa made note that the executive director is being hired by the entire Council and we need to be careful with posting names of applicants. Lisa asked Sue if she had concerns regarding the hiring process.
15. Sue stated her second concern is that Shannon was aware of why the committee went into executive session at the meeting last week, 12-15-2017. Committee should not be sharing any information with potential candidates.
16. Jessica asked that legal issues and clarification be resolved by the next meeting, 12-29-2017.
17. It was noted that for any future executive committee meetings, Shannon will need to leave the meeting during any search committee updates. Any forms of conversations, social media, phone, etc. should not be shared with potential candidates.
18. Jeanette stated that the top finalists need to understand and be okay with their names being published for public view.

Conflict of Interest:

19. Jeanette asked that copies of the Disclosure form be signed by all search committee members as well as the conflict of interest and given to Vanessa.
20. Committee voted to table #9 on today's agenda, the review of questions, since waiting for the legal clarification. Motion was moved by Hal and Jessica seconded.

Clarification on MOU:

21. A designated representative wants to meet with Jeanette as the chair of the executive director search committee.

Acquisition of Staff Input on Qualities they want in a Leader:

22. Jeanette asked for staff input on new executive director and Sue requested that a staff member sit on the interview panel. Hal has a concern with staff sitting in on interviews because search committee may ask personal questions that staff does not need to know. Lisa also has issue with the staff sitting in on interviews as it might sabotage feelings from a staff member towards the new executive director.
23. Staff asked to compile a list by next Thursday, 12-21-2017, to share with the search committee regarding to what they are looking for in a new executive director.
24. Bruce stated it is not unusual to have staff to meet and greet finalists and give their opinion back to the search committee after the top three have been picked. Marcia clarified staff does not vote and she does not have any pull on the final outcome. Staff doesn't vote, does not ask questions, but is simply there to observe to ensure proper human resource procedures are being followed.
25. Lisa gave her perspective- puts the executive director in the position to have authority over hiring. The ultimate decision is with the Council and search committee, not the staff.

26. Final committee decision suggested by Rob is that once top three finalists are picked they can meet with the staff on an individual basis since staff will be working together on a daily basis. Lisa asked if that fits human resources guidelines. Rob stated that state hiring procedure loosened up and based on what Linda Davis says, this could be an option. Rob makes motion to ask Linda Davis if this is an option, Kevin seconded. Committee voted yes.

Who will do what/ Roles:

27. Who is doing what

Keep track of the time line: Jeanette

Develop written/ oral interview questions: Entire committee

Editing written and oral questions: Lisa

NeoGov (possible rating form from human resurces): Jeanette suggested and asked please that everyone will do this. Could be done from each members home once get access from home. Jeanette asked if anyone wants to opt out from screening from NeoGov. This task has been tabled until the committee has the exact number of applicants from NeoGov after the closing date.

Face to face/ or GotTo meeting interview: Entire committee

New Business:

28. Sue asked that all emails regarding this committee include Vanessa so this is updated

Kevin made motion to adjourn and Rob seconded.

Meeting adjourned 3:04 pm

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

Staff: Susan Fager, Marcia Tewell, Vanessa Hernandez

Absent: Linda Skaflen