



Meeting Activities
December 29, 2017
Executive Director Search Committee

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| 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. Update on Questions Open Meeting Rules | Jeanette |
| 5. Acquisition of Staff Input on Qualities they want in a Leader | Jeanette |
| 6. Review of Questions | All |
| a) Review of Staff Input if received | |
| b) Written factual /points# to be mentioned | |
| c) Oral for Search Committee | |
| d) Oral for Council – most open-ended | |
| 7. New business | All |
| 8. Adjourn | |

Next meeting: To be determined, 1:00-3:00PM

NEXT MEETING: 01-05-2018– 1:00 – 3:00 PM

Discussion:

Jeanette called the meeting to order at 1:17 pm.

Minutes:

1. Kevin motioned to approve minutes and Jessica seconded. Minutes approved from last weeks meeting, December 15th.

Update on Questions Open Meeting Rules:

2. Call with Angela from the Board of Commissions and she was unable to answer questions. Emails were sent to Attorney General's Office for further legal clarification. And email sent to Linda Davis with human resources.

3. Sue provided the following information from Linda Davis in Human Resources:

- 1) Position closes on January 12th and Linda said the committee will see applications on the 16th or 17th after human resources removes individuals who do not meet the minimum qualifications.
- 2) Committee develops scoring system to use when reviewing candidate applications.
- 3) Waiting on information from Attorney General's office.
- 4) Human Resources has no direction with staff sitting in on interviews but suggested there is precedent from what happened in the past. Linda stated in the past she sat in on HCPF interviews where staff were present. Committee members stated ultimately the Council is hiring the new Executive Director, not staff, and should be at the search committee's discretion.

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

4. Sue stated this information will be gathered at the staff meeting. Jeanette asked that the information be emailed to her to update documents.

Review of Questions:

5. Hal made motion that until all questions are answered by Attorney General's office the committee hold off on making recommendations and discussing questions. Kevin seconded. Motion approved. Tabling questions until all questions are returned from the AGs office.

New Business:

6. Added agenda item: How long does the committee want to interview each candidate? Jessica asked if the candidates are timed for the written exam. Sue offered to ask Linda Davis in Human Resources for clarification.

7. Hal brought up valuable interview times and suggested that the committee plans for an hour per candidate to allow time in between to write notes and reflect on each individual. Linda suggested no less than an hour and a half.

8. Search committee will check references; both educational and professional. Jeanette has the approved questions from the EOC and will provide the committee with the information.

9. Jeanette offered to sit with Kevin to review the questions and prepare for the meeting on January 6th.

10. Committee will approve at the next meeting on January 5th. A few options mentioned are to possibly send the interview questions the night before interviews so candidates can be prepared. Or candidates can arrive to their interview 15 minutes ahead of time and be given a copy of the questions to prepare.

Kevin made motion to adjourn and Hal seconded.

Meeting adjourned at 2:46 pm

Action Items:

1. All search committee members will need to review the question document and start separating to determine which are better for written questions and which are better for face to face interviews. Also need to eliminate questions that seem too simplistic. Please email your findings to Jeanette by Thursday morning and she will send categories to Sue to help staff input.

2. Vanessa will update the timeline to have in writing for the committee with the updated dates given by Human Resources.

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

Staff: Susan Fager, Vanessa Hernandez

Absent: Rob Buzogany

Guest: Lisa Franklin