



**Meeting Activities**  
**Search Committee Meeting**  
**Date: December 8, 2017**

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**ISSUE:**

1. Call to order, Introductions
2. Minutes
3. Search Committee process
4. Preferred Qualifications/Position Description overview
5. Timeline
6. Committee Duties
7. Schedule future meetings
8. New/Old Business
9. Adjournment

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**DISCUSSION:**

1. Meeting convened at 1:06 PM.
2. No minutes
3. The general process for hiring was described.
4. Definitions of the PDQ, Preferred and minimal qualifications, the process for personnel, qualifications, and general parameters were described.
5. The timeline as written is likely not to be met. Jan. 24<sup>th</sup> is the Council meeting on which voting for the new director would occur. Marcia's resignation date is April 1. Feb. 29 is also on hold if that date is needed by the full Council. Marcia can change plans as necessary as we want a month for cross-training.
6. We need to have people help with developing written questions for three venues, develop qualifications, rank the written exam, screen dozens of applications online with NeoGov to reduce to 7-10 candidates, and forward three names to the full Council.

Bruce let a discussion about the role of Open Meetings rules and the fact that we cannot have two people outside of Council meetings talk about Council business. All agreed to this practice. The group also discussed the need for confidentiality of the names of the candidates as well as the questions being developed. Bruce recommended that the meetings be posted on the website and that reference to emails be made so that those are public as well. All agreed. Lisa will send out a call to the full Council for qualifications as well as any proposed questions they may have. Shannon will have to appoint a chair of the group as well since she cannot be in the role herself.

***NEXT MEETING: 1:00-3:00 December 15, 2017 at the Council Offices***

Adjournment: The meeting ended at 3:00 PM

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**ACTION/MOTION/CONSENSUS:**

1. Minutes were not approved.

Draft minutes July 19 meeting E.C.

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Those in attendance: Bruce Cline, Linda Skafflen, Kevin Wagner, Lisa Franklin, Jessica Howard, Hal Wright

Staff Present: Marcia Tewell

Absent: Melissa Mannix, Rob Buzogagny