



Meeting Activities February 12, 2018 Executive Director Search Committee

1. Call to Order and Roll call	Jeanette	1:00PM
2. Changes to agenda	SC Members	1:05PM
3. Approval of prior meeting minutes	SC Members	1:10PM
4. Question from Linda Davis regarding four candidates		
5. Review executive director qualities the Council is looking for:		
6. Review of candidate responses	SC Members	1:15PM
7. Deadline for remainder of review by search committee members – Wednesday, February 14, 9:00am?	Jeanette/SCM	2:30PM
8. Schedule interviews – Vanessa?	Jeanette/SCM	2:35PM
9. Agenda for Friday	Jeanette/SCM	2:40PM
10. Open/Public Comment		2:45PM
11. Next meeting – Interviews, Friday, February 16, 8am-6pm		2:55PM
12. Adjourn		3:00PM

NEXT MEETING: February 9th 12-3 pm

Discussion:

1. Jeanette called the meeting to order at 1:09 pm.

Changes to agenda:

2. Jeanette received an email from Linda Davis and added a question from human resource to the agenda.

Minutes:

3. Linda motioned to approve minutes and Rob seconded. Committee approved minutes.

Question from Linda Davis regarding four candidates:

4. Two candidates withdrew their applications and three candidates started the written questions but did not finish by the deadline. Linda Davis from Human Resources asked if the committee would like to allow these three applicants additional time. The committee agreed additional time would not be given.

Review executive director qualities the Council is looking for:

5. Jeanette and Marcia shared with the committee that the Council is in search of someone who is well rounded with advocate experience, shows creativity, believes in inclusion, and has experience in grant making. The committee will follow the six views previously voted on when ranking written responses and Jeanette reminded the committee to follow the rubric when scoring and ensure their name is listed on the cumulative score sheet.

Review of candidate responses:

6. The committee decided to review and score the written responses from the candidates on their own time.

Deadline:

7. Deadline for the search committee to submit final scores from written exam is Wednesday February 14th at 9 am. This will allow enough time for the selected candidates to be notified with an interview time.

Agenda for Friday:

8. Committee determined agenda for Friday February 16th interviews.

Reminder: Council meeting was changed to March 7th to uphold open meeting records.

Open/Public Comment:

7. Nothing was shared.

Adjourn:

Meeting adjourned at 2:00 pm.

Action Items:

1. Committee will need to rank the written responses no later than Wednesday February 14th at 9 am.

Committee Present: Bruce Cline, Linda Skaflen, Rob Buzogany, Jeanette Cordova

Staff: Marcia Tewell, Vanessa Hernandez

Absent: Hal Wright