



Meeting Activities  
February 2, 2018  
Executive Director Search Committee

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1. Call to Order
2. Changes to agenda
3. Approval of prior meeting minutes
4. Review final compiled application analysis list
5. Finalize questions for SC Interviews and Council
6. Open/Public Comment
7. Schedule Next meeting
8. Adjourn

**NEXT MEETING: February 9<sup>th</sup> 12-3 pm**

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**Discussion:**

1. Jeanette called the meeting to order at 12:12 pm.

**Changes to agenda:**

2. There were no changes to the agenda.

**Minutes:**

3. Kevin motion to approve minutes and Linda seconded. Committee approved minutes.

**Final compiled application analysis list:**

4. Applicants were scored and committee agreed to invite the top 21, instead of the top 23, to the next phase of the hiring process.

5. Timeline: Linda Davis from human resources will send the questions to the top applicants. Responses will be sent to the search committee Thursday February 8<sup>th</sup> and then the committee will review and rank responses together on Friday February 9<sup>th</sup>.

**Finalize questions for SC Interviews and Council:**

6. The committee finalized questions that should be asked by the search committee verses questions that should be asked by the Council.

**Open/Public Comment:**

7. Nothing was shared.

**Schedule Next meeting:**

8. Friday February 9<sup>th</sup> 12-3 pm.  
Friday February 16<sup>th</sup> 8 am – 6 pm.

**Adjourn:**

Meeting adjourned at 2:11 pm.

**Action Items:**

1. Jeanette will email the updated questions to committee.
  2. Jeanette will send a follow up email to Linda Davis.
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Committee Present: Bruce Cline, Hal Wright, Kevin Wagner, Linda Skaflen, Rob Buzogany

Staff: Marcia Tewell, Susan Fager, Vanessa Hernandez

Absent: N/A