

Executive Director Selection Committee Minutes -
October 1, 2019

Conference Call-In

Committee Members call in: Ryan Sadhu, Scott Gallegos, Phil Boyle, Don Moore and Kitty Davis.

Guest call in: Linsay Demko and Kyle Weraky.

Agenda

- 1) Announcements and Introductions
 - a) Introductions were made at 10:05 a.m.
 - b) No minutes were review/approved.
 - c) Chair Statement: Ryan stated this committee's purpose is to develop the recruitment plan and job description for the Executive Director position. Committee may dissolve after hiring process completed.
- 2) Old Business –
- 3) New Business -
 - a) Review OUNC ED Job Announcement from DAS (See Attachment 1)
 - i) Ryan shared the document from Kyle via JoinMe and asked members to provide comments and feedback. Budget relocation cost was discussed and Kyle shared common practice is a reimbursement. Members felt it up to the individual to ask about during interview process. Member asked if 'supervising staff' should be included in JA and most felt it's in the future and hasn't been defined yet. Do we like Mission, Vision and Values? Members felt it is forward thinking and logic behind it. Keep as is. Member asked if Grant Writing should be added. Member asked if 'desired criteria can be limited' and Kyle feels they are not restricted.
 - b) When can we get announcement out?
 - i) Tomorrow. Recommended for 4 weeks. Provide Kyle with industry partners and job boards.
 - c) Discuss where ED job posting will go –
 - i) Post on OUNC website, send out a free format message from Call Center.
- 4) For the Good of the Order – none
- 5) Next Meeting - tbd

Minutes submitted by Kitty Davis 10.01.19

Attachment 1

Our work centers at the nexus of people and safety. Working collaboratively with utilities, public agencies, contractors and others in Oregon to prevent damages to underground utilities and to develop and implement measures to protect them is our goal. If you are inspired by the Utility Notification Center's work, let's work together to listen, lead and craft innovative solutions together.

Our executive director will act as the steward for the Oregon Utility Notification Center. You'll spend your days interfacing, building positive relationships with board members, community members and industry partners. Your mindful and intentional approach to working with both urban and rural communities will serve you well as you develop key marketing strategies based on collected utility damage data. Your dedication to promoting organized planning and installation of underground facilities will be critical to your success in the role. We want you to come help lead this important organization and help continue to foster this critical work!

The Oregon Utility Notification Center embodies the value of hiring a workforce representative of the communities we serve, understanding that a diverse workforce revitalizes our state. We value diversity and foster a positive and welcoming environment where all can thrive.

What you will do!

- Oversee all aspects of the daily operations for the Oregon Utility Notification Center
- Analyze utility damage information to develop and implement annual public relations and advertising strategies including branding, media advertising plans, website and public service announcements.
- Work with the Department of Justice (DOJ) on matters related to Oregon Public Meeting Law and Government Ethics Laws.
- Advise the Board on State and Federal legislation and regulations that could affect OUNC members and the Board.
- Track legislation that may affect OUNC and report orally and in writing to the Board on changes in legislation and regulations.
- Provide coordination services for OUNC's requests for proposals, provide contract administration services and assist with performance evaluation of call center operations.

What's in it for you!

- Work closely with a highly engaged Board of Directors on a variety of topics facing the Oregon Utilities
- Operate with autonomy and flexibility in your work location.
- Working in tandem with the board, lead the development and initiation of new projects that promote and market the Utility Notification Center's programs and resources.

What we are looking for!

- Eagerness to thrive as a community engager and understanding the political process and the role that it plays for the agency.
- The ability to live and communicate the mission, vision and values of the Oregon Utility Notification Center (OUNC).

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- Understanding of how to bring people together as a convener and ability to develop clear next steps for the organization.
- Maintain a relationship focus by developing a positive and productive working relationship with the board of directors.
- Adopt a recruitment mindset in the attraction of new board members for the OUNC.
- A tested professional with the ability to communicate effectively and clearly with a diverse set of stakeholders
- Ability to operationalize the vision of the Board of Directors and effectively carry out the goals and embody the values of the Oregon Utility Notification Center.

What you will need!

Please submit a copy of your most up to date resume and a cover letter (no more than two pages) detailing how your experience has prepared you for this role.

Special Information:

To receive Veterans' preference, you must attach appropriate documentation. For questions about documentation, please visit: [Veterans Resources](#), or call the Oregon Department of Veterans' Affairs at: 1-800-692-9666

All job offers with the Oregon Utility Notification Center are contingent based upon the successful completion of a criminal background check

Applicants must be authorized to work in the United States. Applicants who require VISA sponsorship will not be considered at this time

If you have questions about the recruitment or need an alternate format to apply, please contact Kyle Weraky, Senior Recruitment Consultant, Chief Human Resources Office, Department of Administrative Services, kyle.weraky@oregon.gov or at 971-707-8803

If you need technical assistance during the application process, or have difficulties with your Workday account, please Email the Workday team for assistance

The Oregon Utility Notification Center is an Equal Opportunity, Affirmative Action Employer Committed to Workforce Diversity.

Nate's email:

Relocation expenses

(Kyle) Statewide policy, reimbursement allowance?

Maybe keep in back pocket – wait until further into process

Ryan Sandhu 10/1/2019 10:27 AM

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Staff supervisor possibility in the future – add in initial vacancy announcement or wait until further into process – wait until interview process

Values and vision – consider using mission since no values and vision? Ok to use as written

Send PD with announcement or no? Kyle can send out for those that want

Kitty

Education/outreach, grant writing

3-4 weeks posting, sourcing plan, job boards (\$400-500), list serves

Specific names, industry partners?

Next: Interview process - traditional approach or open continuous with first review