

Executive Director Selection Committee Minutes -

August 4, 2020 – 10:00 am

Conference Call-In and Join.Me

Committee Members call in: Ryan Sandhu, Scott Gallegos, Melanie Lewis and Kitty O’Keefe.

Guest call in: Lynsay Demko with CNG.

Agenda

- 1) Announcements and Introductions
 - a) Introductions were made at 10:00 a.m.
 - b) Scott moved to accept the minutes from 7/7/20 and Melanie 2nd the motion. Minutes were accepted. Kitty to post on website.
 - 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 –
 - a) Summary of candidates selected for 1st round (virtual) interview
 - i) Ryan shared with members we received 55 applicants.
 - ii) Ryan & Kitty reviewed all 55 cover letters & resumes last week.
 - iii) Using scoring Matrix, Ryan & Kitty scored top candidates to go to 1st round virtual interview.
 - iv) Scott asked if Francisco could provide his own screen and provide top picks?
 - v) Ryan will ask Francisco to score and provide back by Friday the 7th.
 - vi) Members will review top picks Monday/Tuesday, prior to board meeting in 12th
 - b) Review Recruitment Plan Schedule:
 - i) Ryan will ask DOJ if board action is needed to approve each time schedule changes.
 - ii) Melanie asked about the scoring Matrix and Ryan shared his screen to show spreadsheet. He explained he had added some columns for grading purposes.
 - c) Review 1st round interview questions:
 - i) Ryan shared the OUNC Hiring Guide document; 23 page ED hiring guide that Nate R. had done preliminary work and Ryan provided edits/updates to Francisco.
 - ii) Ryan shared examples of how question are laid out on the hiring guide. He would like to use the number system: 1 being weak – 5 excellent.
 - d) Discuss proposed DAS policies
 - i) Ryan will remind board and recommend of the two policies that need to be included at August board meeting.
 - ii) Likely to adopt; bring to full board for a motion in September.
 - iii) Still waiting on language from DOJ.

- 3) New Business - none

- 4) For the Good of the Order – none
- 5) Next Meeting - tbd

Meeting adjourned at 10:58 am. Minutes submitted by Kitty O’Keefe 8.5.20