Executive Director Selection Committee Minutes -
July 26, 2019
Conference Call-In
Committee Members call in: Ryan Sadhu, Scott Gallegos, Micah Brown, Don Moore and Kitty Davis.
Guest call in: Kyle Weraky

Agenda

1) Announcements and Introductions
   a) Introductions were made at 10:00 a.m.
   b) Minutes from 7.16.19 were not approved today.
   c) Chair Statement: Ryan stated this committee's purpose is to develop the recruitment plan and job description for the Executive Director position. And let the members know he emailed a copy of the 2018 Strategic Plan to Kyle this morning.

2) Old Business –
   a) Review OUNC Executive Director Position Description with DAS representative:
      i) Kyle Weraky explained his primary role with DAS to members. Members then went over the Interagency Agreement (See Attachment 1). Nate Rivera will need to review this document. Ryan will ask Scott if full board needs to review prior to August board meeting.
      ii) Skills and Visions of the Executive Director: Members shared with Kyle that the 2018 Strategic Planning reiterated the need for an ED. Skills of an ED would include a strong commitment to achieve the goals from the board. A strong background with damage prevention and the Oregon Dig Law. Familiar with the legislative process and report back to the board. Characteristics and Vision of an ED include: Keeping a strong relationship between the PUC and the OUNC board. Lobbying. Community Engagement. Bringing something new to the table. Strong public speaker. Arbitrator- understanding each stakeholders view on subject matter.
      iii) Timeline & Interview Process: November 2019 is the goal to have hired the ED. Kyle says a 60-75 days interview process with the November timeline will work great. Kyle will do the phone screening and provide top 10 candidates. Committee members can review at their leisure. Ryan asked that Greg, Frank and Kitty be included in this process. Kyle will update his Rapid Recruitment Plan using OUNC Recruitment Plan. Ryan stated the DOJ is used to answer questions and we'll need to navigate between DAS & DOJ.

3) New Business -
   a) Next steps with DAS:
      i) Members went over the OUNC Executive Director Recruitment Plan with Kyle. (See Attachment 2) Ryan asked Kyle to review and get back to him next week.

4) For the Good of the Order – none
5) Next Meeting - Tuesday, August 6 at 10:00 am

Minutes submitted by Kitty Davis 07.29.19

Attachment 1

INTERAGENCY AGREEMENT
Department of Administrative Services

This Interagency Agreement is made and entered into by the Department of Administrative Services, Chief Human Resources Office, hereafter referred to as DAS, and the **Oregon Utility Notification Center,** hereafter referred to as Agency.

By the authority granted in ORS 190.110 and 283.110, state agencies may enter into agreements with units of local government or other state agencies for the performance of any or all functions and activities that the parties to the agreement, its officers, or agents have the authority to perform.

I. Purpose

The purpose of this Agreement is to document the terms and services the Agency has requested, and which DAS has agreed to provide, during the 2019-2021 biennium.

II. Term of Agreement

This agreement shall become effective on **July 1, 2019,** and will remain effective until**, June 30, 2021**, unless terminated sooner or extended as provided in sections VI and VII.

III. Total Cost and Payment Terms

Agency shall pay DAS the amount listed in Exhibit A (attached) for the services requested. These charges are due and payable 30 days from receipt of invoice. The charges for DAS services are based on the actual usage of said services defined in exhibit A and at a rate defined in the State Price List and current legislatively approved programs. If activities or levels of service change, DAS or the Agency may request renegotiation of this agreement to ensure continued, uninterrupted service and cost recovery to DAS.

IV. Funds Available and Authorized

The Agency certifies that it has sufficient funds available and authorized for expenditures to finance the costs of the Agreement and the Statement of Work.

V. Statement of Work

The Statement of Work is contained in Exhibit A and incorporated by reference into the Agreement. Agency and DAS agree the only services to be provided are those contained in the Statement of Work. Changes to the Statement of Work must be through amendment to the Agreement as provided in section VII.

VI. Termination of Agreement

Either party may terminate this Agreement upon written notice to the other party with notice delivered at least 60 days prior to the termination date. Either party may terminate this Agreement immediately upon written notice to the other party if the other party commits a material breach of the Agreement. If the Agency terminates this agreement, the Agency agrees to prepay DAS a sum equal to 60 days of service at the termination date to cover the wind-down expenses.

VII. Amendment

This Agreement may be waived, altered, modified, supplemented or amended only by written agreement executed by both parties. Significant changes to the volume of work specified in the **Purpose** will require an amendment to this Agreement.

IX. Execution

We, the undersigned, agree to the terms of the Agreement.

Agency Print and Signature Date

DAS – Chief Human Resources Office Date

Statement of Work - Exhibit A

DAS Chief Human Resources Office provides cost-effective human resource management services to DAS divisions, agencies, boards and commissions that do not have the staff resources necessary to perform those functions. DAS divisions and client agencies may utilize the full-service human recourse package for full spectrum HR services designed to mitigate risk related to employment and personnel issues. Agencies outside of DAS have the option to forgo the full-service package and select from a menu of individual services to suit the specific agency needs. Supplemental training and development and Criminal Records Check services are also offered for DAS and client agencies.

☐ Initial for service

Client Agency Human Resource Management Services Package

Full-service package of human resource management services:

- Collective bargaining agreement administration
- Grievance, complaint, and employment litigation support
- Leave administration and personnel records management
- Management advice, counsel, and coaching
- Investigation services, conflict mediation, and resolution
- Recruitment services and records management
- Position management services and classification allocation
- Employee safety and workers' compensation compliance

Individual Human Resource Management Services Menu

Rates Vary

The following is a list of individual services available to small agencies, boards and commissions (in lieu of the full-service package) at an hourly rate. Please initial in the box next to the service requested.

☐ **Investigation Services $83/hour**

☐ **Recruitment Services $70/hour**

☐ **Position Management Services $70/hour**

Supplemental Human Resource Management Services Menu

Rates Vary

The following is a list of individual, supplemental services available to DAS, small agencies, boards and commissions at an hourly rate and on an as needed basis. These services are not included in the Client Agency Human Resource Management Services Package. Please initial in the box next to the service requested.

☐ **Custom Training and Development Services**

The Client Agency Human Resource Management Services Package (full-service package) provides general soft-skills training for employee development only. With the addition of this supplemental training and development service, our professional development staff will assist you with the development of customized, agency-specific training. **$70/hour**

☐ **Criminal Records Check and Fitness Determination**

DAS pursuant to ORS 184.356 will, for the purpose of requesting a state or nationwide criminal records check under ORS181A.195 conduct a Criminal Records Check which may include fingerprints for the purposes of conducting a fitness determination pursuant to OAR 125-007-0200 – 125-007-0310. **$100 per employee**

Attachment 2

OUNC Executive Director Recruitment Plan

Updated 7/5/2019

ACTION ITEMS	START DATE	END DATE
Create / discuss recruitment strategy	7/2/2019	8/14/19
Confirm equivalent state job classification for salary range, benefits (e.g. PEM F) with CHRO/DCBS assistance	7/2/19	8/14/19
Board approves Recruitment Plan, position description, and Criteria	8/14/19	8/14/19
Recruitment Announcement Open Date	**8/19/19**	
Preparation of interview questions	8/19/19	8/30/19
Selection of interview panel members	9/11/19	9/11/19
Recruitment Announcement Close Date		**9/19/19**
Refer list of candidates	9/23/19	9/23/19
Candidates selected for 1st round interview	9/24/19	9/27/19
Send out interview invitations (DCBS)	9/27/19	10/04/19
Review interviews, rank, and select applicants for next round of interviews	10/7/19	10/14/19
Completed Applicant Selection Log review	10/22/19	10/22/19
Contact candidates to schedule 2nd round interviews (DCBS)	10/23/19	10/23/19
Send out public notice re: executive session meeting on agreed upon date		TBD
Conduct 2nd round interviews with top 1-4 candidates	10/28/19	10/28/19
Conduct reference checks on top rated candidate (DCBS)	10/29/19	10/30/19
Pay Equity Matrix (DCBS)		TBD
Review and compile interview notes for all panels (DCBS)		TBD
Special Board Executive Session to discuss candidates. Open (public) session for vote.	11/13/19	11/13/19
Offer job to selected candidate		TBD
Candidate accepts offer		TBD
Negotiate start date	TBD	TBD

Ryan Sandhu 7/2/2019 8:34 AM
Comment [1]: Verify remainder of 2019 board meeting schedule

Ryan Sandhu 7/5/2019 8:15 AM
Comment [2]: Are there additional action items to add?

Criteria for OUNC Executive Director

The Oregon Utility Notification Center (OUNC) is seeking the services of a qualified candidate to fill the role of Executive Director. Duties include assisting the OUNC Board of Directors (Board) to fulfill the mission of the OUNC and leading and managing all agency functions, tasks, and responsibilities in accordance with ORS 757, OAR 952 and other applicable state requirements.

The OUNC"s mission is to operate and maintain a state of the art One Call system for the State of Oregon to prevent damages to underground facilities and to promote public safety related to excavation issues.

The OUNC is an independent not-for-profit public corporation and a state agency. The OUNC is managed by a 20 member industry stakeholder, Governor appointed Board of Directors. To learn more about the OUNC go to: https://digsafelyoregon.com/. The current standards manual can be found at https://digsafelyoregon.com/wp-content/uploads/2018/12/Standards-Manual-12-12-18.pdf

The candidates being offered an interview have self-certified that they meet the minimum qualifications as outlined in the job announcement. The criteria each panel member will use as they rank each candidate into one of the five categories of suitability on the Applicant Selection Log are the requested skills (shown below) that were posted in the announcement.

Ryan Sandhu 7/2/2019 8:39 AM
Comment [3]: We will want to check with DCBS or DAS if this is applicable to our recruitment

DESIRED SKILLS

LEADERSHIP: Outstanding leadership characteristics committed to the mission and values of the OUNC:

- Mission Statement: The mission of the Oregon Utility Notification Center (OUNC) is to operate and maintain a state of the art One Call system for the State of Oregon to prevent damages to underground facilities and to promote public safety related to excavation issues.

- Vision Statement:

Ryan Sandhu 7/2/2019 8:33 AM
Comment [4]: Do we want to add anything here?

CUSTOMER SERVICE: Demonstrated collaboration, negotiation, consensus and relationship building skills. Exceptional political acumen and the ability to work with a diverse group of stakeholders, board members, staff, management, employees and support staff. Committed to streamlining how government does business, creating more efficient and effective ways to provide services to the businesses and citizens Oregon.

LEGISLATIVE: Legislative experience which includes interacting with and preparing for requests made during legislative sessions.

BUDGET: Budget planning and preparation including forecasting and establishing budget projections associated with revenue streams

TEAM WORK: Demonstrated success in leading others in a manner that fosters teamwork and commitment to delivering effective, quality results using performance metrics. Demonstrating successful leadership, including an understanding of how to effectively address needs, delegate, give and receive feedback and produce exceptional outcomes.

POLICY GUIDANCE: Demonstrated knowledge and experience reviewing and analyzing state laws and regulations, as well as professional standards of practice, and providing guidance to stakeholders and staff to ensure compliance.

STRATEGIC PLANNING: Experience in the development, implementation and evaluation of strategic organizational goals, plans and policies. Experience analyzing complex and sensitive issues and situations, identify alternative solutions, forecast consequences of proposed actions, and implement recommendations in support of strategic organizational goals, plans and policies.

PUBLIC SPEAKING: Experience in presenting and speaking to groups, including public bodies, trade and business associations, utilities, contractors, the general public, and other stakeholder groups, promoting the highest standards of excellence related to providing outstanding customer service, showing sensitivity to others and their interests in a continually changing environment.

Ryan Sandhu 7/2/2019 8:33 AM

Comment [5]: This is directly from the CCB administrator recruitment. I think many of these apply, but we may want to edit for our purposes and possible add or delete some criteria.