Executive Director Selection Committee Minutes - draft
June 8, 2020 – 10:00 am
Conference Call-In and Join.Me
Committee Members call in: Ryan Sadhu, Scott Gallegos, Nate Rivera, Phil Boyle, Don Moore and Kitty Davis.
Guest call in: Jill Woods/DAS and Lynsay Demko/CNCG

Agenda

1) Announcements and Introductions
   a) Introductions were made at 10:00 a.m.
   b) No minutes were reviewed/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 –
   a) Summary of Committee work to date:
      i) Ryan shared with members most work from committee has been since fall of 2019.
   b) Review board motions made last fall 2019:
      i) Ryan shared the board resolutions approved in September of 2019.
   c) Review documents approved by the board fall 2019:
      i) Ryan pulled up and shared 4 documents adopted by board on 9/11/2019.
   d) Review preliminary budget:
      i) Ryan shared spreadsheet-showing draft Ex Director budget.
      ii) Included was OMEU budget Nate provided for comparison.

3) New Business -
   a) Introduce Jill Woods, DAS
      i) Jill has over 15 years with the state and 4 years at DAS. Her main focus is recruitment policy.
      ii) Jill understands the OUNC does not fall under ORS 240
      iii) Jill discussed the Oregon maritime Pilots and their process hiring an ED. They used live video and recording video and felt it worked better that cover letter and resume.
      iv) Jill will help with public notice; contact DOJ and see if an Executive Session is needed.
   b) Review update schedule
      i) Jill suggested posting The 15th of June and closing out 15th of July. Virtual rounds/first round - July 22. Second round July 29th.
      ii) Kyle had tried to determine salary – Principle E or F. Other state agencies are using same data. Pay equity will be part of the process; experience, education training, etc. Not driven by market.

   c) Identify next steps for recruitment
      i) Ryan will present the 'updated schedule' to full board Wednesday the 10th of June.
      ii) Ryan will ask board if another committee meeting is necessary or proceed with schedule.
   d) Discuss advertising of vacancy
      i) Jill shared they use LinkedIn; not cost and good general posting location.
      ii) CGA and ASCE - looking into cost and the link to post.

iii) Call Center provided a large distribution list and can use the free format message service.
iv) Indeed.com – does pick up other links (term used -scrapping)
v) Industry publications can run $300 to $500
vi) NW Power Pool – www.nwpp.org

4) For the Good of the Order
   a) Action Items:
      i) Ryan will contact DOJ and ask if board actions from the fall of 2019 are still good.
      ii) Jill, Ryan and Kitty will work on updated schedule that will be taken to full board.
      iii) Ryan will set up committee meeting if needed based on board feedback.
   b) Scott Gallegos thanked Ryan Sandhu for his excellent work as Chair of EDSC and he welcomed Jill Woods.
5) Next Meeting - tbd

Meeting adjourned at 11:00am. Minutes submitted by Kitty O'Keefe 6.8.20