

Executive Director Selection Committee Minutes - draft

June 26, 2020 – 11:00 am

Conference Call-In and Join.Me

Committee Members call in: Ryan Sadhu, Micah Brown, Nate Rivera, Don Moore, Joyce Nelsen and Kitty O’Keefe.

Guest call in: Francisco Garibay/DAS

Agenda

- 1) Announcements and Introductions
 - a) Introductions were made at 11:00 a.m.
 - i) Ryan introduced Francisco Garibay with DAS to the members.
 - b) Joyce moved to accept the minutes from 10.15.19 and 6.8.20 and Micah 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 ED job posting and results:
 - i) Ryan shared with members ED job posting with LinkedIn, Indeed, State website and Call Center sent out free format message.
 - ii) Francisco has received 23 applicants and will send resumes for review.
 - iii) Ryan shared that we are not getting a strong Damage Prevention background with large % of candidates. Do we resend announcement thru Call Center? Yes. Kitty to contact Greg.
 - b) Review Schedule:
 - i) Ryan would like to extend closing date if we don’t have a strong pool of applicants by July 15th.
- 3) New Business -
 - a) Policies for Review:
 - i) Ryan asked, ‘do we want to write or own policies or adopt the DAS policies? Ryan would like to recommend at the July board meeting.
 - ii) Ryan shared an email from Sylvia Van Dyke and her response.
 - b) Review interview format and begin preparing interview questions:
 - i) Ryan shared ED-Hiring Guide (See Attachment 1) that Nate had updated and submitted.
 - ii) Ryan asked members to review and pick out best-fit questions for 1st round. Have ready by July 7 committee meeting.
 - iii) Francisco will email questions members may want to edit/adopt.
 - iv) Desired Skill from OUNC criteria was compared with Competency section on hiring guide. Discuss followed.
 - v) Ryan shared the Matrix (See Attachment 2) with members and asked if DAS uses this? Francisco said they use 2 methods with similar feel and will share.
 - vi) Ryan asked members if they use the Matrix and Don mentioned his company uses the critical skills set; score per point scale.

vii) Micah asked to be sure to include candidate has legislative background and knows the OAR process.

viii) Francisco to provide doc with details explaining 'Application Selection Log'.

4) For the Good of the Order

a) Action Items:

i) Ryan reminded members he'd like 1st round questions ready to present to board on 7/8/20.

5) Next Meeting - Tuesday, July 7, 2020.

Meeting adjourned at 12:00pm. Minutes submitted by Kitty O'Keefe 6.27.20