

Executive Director Selection Committee Minutes -  
July 7, 2020 – 1:00 pm  
Conference Call-In and Join.Me

Committee Members call in: Ryan Sandhu, Scott Gallegos, Micah Brown, Don Moore, Joyce Nelsen and Kitty O’Keefe.

Guest call in: Francisco Garibay/DAS and Frank Planton/OCC.

## Agenda

- 1) Announcements and Introductions
  - a) Introductions were made at 1:00p.m.
  - b) Don moved to accept the minutes from 6/26/20 and Scott 2<sup>nd</sup> 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 application received to date:
    - i) Francisco said 35 applicants have submitted resumes; one week left to be posted.
    - ii) Ryan will wait till after July 15<sup>th</sup> to share resumes with committee members
    - iii) Francisco to review resumes with minimum qualifications and send top choices.
    - iv) Majority of applicants is in state residents with few out of state.
  - 3) b) Review Schedule:
    - i) Ryan showed schedule with closing date of July 15th.
    - ii) 1st round interviews end of the month.
  - c) Interview proposed 1<sup>st</sup> round interview questions:
    - i) Ryan pulled up questions on the screen for review
    - ii) Members went thru each question and Ryan made adjustments/edits for 1<sup>st</sup> round draft and will email end of week.
  - d) Discuss proposed DAS policies
    - i) Ryan will remind board and recommend of the two policies that need to be included.
    - ii) Likely to adopt; bring to full board for a motion.
- 4) New Business - none
- 5) For the Good of the Order – Ryan will report to full board on 7/8/20 what was discussed today.
- 6) Next Meeting - tbd

*Meeting adjourned at 2:00pm. Minutes submitted by Kitty O’Keefe 7.8.20*