

9-9:30am or 1-1:30pm

Executive Director Selection Committee Minutes -

October 13, 2020 – 3:00 pm

Conference Call-In and Join.Me

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

Guest call in: Francisco Garibay with DAS

## Agenda

- 1) Announcements and Introductions
  - a) Introductions were made at 3:03 p.m.
  - b) Don moved to accept the minutes from 8/4/20 and Micah 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. He stated there’s 2 purposes for today’s meeting; review scoring of 1<sup>st</sup> round virtual interviews and second is to review the Personnel Policies.
- 2) Old Business –
  - a) Executive Session: was not held to review 1<sup>st</sup> round virtual interviews.
    - i) Francisco created a spreadsheet showing the scoring of the 17 interviewers and the following discussion took place. Spreadsheet averaged the 6 EDSC members scoring. 29 people had received our invite to participate.
    - ii) Comment ‘Average shows top 4 candidates. Or do we go up to top 8?’
    - iii) Comment ‘Do we go more robust with question in 2<sup>nd</sup> round? Yes.
    - iv) Members agreed to go with top 8 candidates with an average score of 68.3% & higher.
    - v) Does the OUNC provide moving expenses? Yes, if needed.
  - b) DAS Personnel Policy Adoption by Board
    - i) Ryan will remind board and recommend of the two policies that need to be included at October board meeting.
    - ii) Ryan will make a motion on Oct.14, 2020 to use policies members approved.
- 3) New Business -
  - a) Does the OUNC become an advisory board or stay a working board after hiring ED?
    - i) Discussion followed – non bias facilitator who sits in on each committee meeting and advises Committee Chair
- 4) For the Good of the Order – Don Moore thanked Ryan for his efforts keeping this process going. And Ryan thanked the members for their time reviewing 1<sup>st</sup> round virtual and continued support.
- 5) Next Meeting - tbd

*Meeting adjourned at 4:10 pm. Minutes submitted by Kitty O’Keefe 10.15..20*