

Executive Director Selection Committee Minutes -
June 25, 2019

Conference Call-In

Committee Members call in: Ryan Sadhu, Scott Gallegos, Micah Brown, Joyce Nelsen, Mitch Burghlea, and Kitty Davis.

Guests call in: Don Moore and Cody Cox with CNGC.

Agenda

1. Announcements and Introductions
 - a. Introductions were made at 11:00 a.m.
 - b. No previous minutes to review/approve and or amend.
 - c. Chair Statement: Ryan stated that over the last 6-7 months, the EDSC has come together to discuss the Executive Director position. Ryan and members agreed there was no need to go into Executive Session and hold an open session.
 - a.) Update on process to hire Executive Director:
 - Ryan stated the board decided at June's board meeting to move forward with hiring a state agency employee not a contractor for the ED.
 - Members were emailed a document titled "CCB Administrator Recruitment Plan (see Attachment 1, page 9) with discussion to model this process.
 - b.) Review Recruitment Plan:
 - (See Attachment 1, page 2-8) Ryan stated Action Items will need to be adopted. Sylvia can help with verbiage.
 - Ryan would like to invite Robert Newton from the CCB to next board meeting. He's familiar with hiring process and share knowledge for pay and benefits.
 - c.) Review Executive Director Criteria:
 - (See Attachment 1, page 7) Members reviewed and agreed the Requested Skills listed works for their criteria.
 - d.) Review Position Description:
 - Members noted previous discussion for job description could be found in approved minutes from EDSC meeting on 10.16.18.
2. New Business – Nate Rivera had emailed two documents to members (See Attachment 2). Ryan discussed adopted budget and would like Nate's feedback about salary. Ryan feels Robert Newton can provide suggestions too.
3. Old Business - none
4. For the Good of the Order – Action Items:
 - Ryan and Kitty will make edits and update OUNC ED Recruitment Plan
 - Ryan will ask Robert Newton to attend July board meeting.
 - Rem Nivens with CCB will be contacted.
 - Areas of review with Sylvia: Policies to Adopt – 1. Anti Harassment 2. FMLA

5. Next Meeting - July 2, 2019 at 10:00 a.m.
6. *Minutes submitted by Kitty Davis 06.25.19*