

Executive Director Selection Committee Minutes -
July 2, 2019

Conference Call-In

Committee Members call in: Ryan Sadhu, Scott Gallegos, Joyce Nelsen, Don Moore, Phil Boyle and Kitty Davis.

Guest call in: Kevin Hennessey

Agenda

- 1) Announcements and Introductions
 - a) Introductions were made at 10:00 a.m.
 - b) Don Moore moved to accept the minutes from 6.25.19 and Joyce Nelsen 2nd the motion. The minutes were accepted. Kitty to post on website.
 - c) Chair Statement: none
- 2) Old Business –
 - a) Review recruitment communication with DCBS and DOJ:
 - i) Ryan stated Robert Newton responded to his email and let him know DCBS is very busy and suggested contacting Brian Lite. Ryan reached out but has not heard back from Brian. Ryan hopes by August board meeting he will have gotten the feedback needed to adopt recruitment plan.
 - b) Review OUNC Executive Director Recruitment Plan:
 - i) See Attachment 1, pg.3: members discussed and Ryan would like to discuss at July's board meeting. Template from CCB was used. The interview panel will include no more than 4 members. Top 2 candidates will meet in front of full board. Ryan asked Phil if he could provide a fill in template from the state. Phil asked at what level would ED be and Ryan said Robert or Brian can help answer that; and board would make final decision.
 - c) Review OUNC Executive Director Criteria:
 - i) See Attachment 1, pg.1: discussion followed
 - d) Review OUNC Executive Director Position Description:
 - i) Discussion followed and members felt they've covered this area over the past 6 months.
 - e) Review committee report for 7/10 Board Meeting:
 - i) Ryan asked a member to update the board at July's board meeting and Scott Gallegos volunteered to report. Ryan, Kitty and Scott will have a follow up phone call on Friday to go over detail.
- 3) New Business - none
- 4) For the Good of the Order – Ryan will follow up with Brian Lite to help with recruitment plan and discuss payroll, compensation and other HR questions.
- 5) Next Meeting - July 16, 2019 at 10:00 a.m.

Minutes submitted by Kitty Davis 07.10.19

Attachment 1

Criteria for OUNC Executive Director

The successful candidate will be the Executive Director of Oregon Utility Notification Center (OUNC). Duties include managing all of the operations of the OUNC under the direction of the OUNC Board; and leading and managing all agency functions, tasks, and responsibilities in accordance with ORS 757 and OAR 952.

Ryan Sandhu 6/18/2019 12:07 PM

Comment [1]: Revise this statement

The candidates being offered the interview have self-certified that they meet the minimum qualifications as outlined in the job announcement. The criteria each panel member will use as they rank each candidate into one of the five categories of suitability on the Applicant Selection Log are the requested skills (shown below) that were posted in the announcement.

DESIRED SKILLS

LEADERSHIP: Outstanding leadership characteristics committed to the mission and values of the Oregon Utility Notification Center:

- **Mission Statement:** The mission of the Oregon Utility Notification Center (OUNC) is to operate and maintain a state of the art One Call system for the State of Oregon to prevent damages to underground facilities and to promote public safety related to excavation issues.

- **Vision Statement:**

CUSTOMER SERVICE: Demonstrated collaboration, negotiation, consensus and relationship building skills. Exceptional political acumen and the ability to work with a diverse group of stakeholders, board members, staff, management, employees and support staff. Committed to streamlining how government does business, creating more efficient and effective ways to provide services to the businesses and citizens Oregon.

LEGISLATIVE: Legislative experience which includes interacting with and preparing for requests made during legislative sessions.

BUDGET: Budget planning and preparation including forecasting and establishing budget projections associated with revenue streams

TEAM WORK: Demonstrated success in leading others in a manner that fosters teamwork and commitment to delivering effective, quality results using performance metrics. Demonstrating successful leadership, including an understanding of how to effectively address needs, delegate, give and receive feedback and produce exceptional outcomes.

POLICY GUIDANCE: Demonstrated knowledge and experience reviewing and analyzing state laws and regulations, as well as professional standards of practice, and providing guidance to stakeholders and staff to ensure compliance.

STRATEGIC PLANNING: Experience in the development, implementation and evaluation of strategic organizational goals, plans and policies. Experience analyzing complex and sensitive issues and

situations, identify alternative solutions, forecast consequences of proposed actions, and implement recommendations in support of strategic organizational goals, plans and policies.

PUBLIC SPEAKING: Experience in presenting and speaking to groups, including public bodies, trade and business associations, utilities, contractors, the general public, and other stakeholder groups, promoting the highest standards of excellence related to providing outstanding customer service, showing sensitivity to others and their interests in a continually changing environment.

OUNC Executive Director Recruitment Plan

Updated 7/1/2019

ACTION ITEMS	START DATE	END DATE
Create / discuss recruitment strategy	10/16/18	7/11/19
Board approves Administrator job description, "hiring standards," and proposed hiring timeline	8/14/19	8/14/19
Recruitment Announcement Open Date	8/19/19	
Preparation of interview questions	8/19/19	8/30/19
Recruitment Announcement Close Date		9/19/19
Refer list of candidates	9/23/19	9/23/19
Selection of interview panels	9/19/19	9/19/19
Candidates selected for 1st round interview	9/24/19	9/27/19
Send out interview invitations (DCBS)	9/27/19	10/04/19
Review interviews, rank, and select applicants for next round of interviews	10/7/19	10/14/19
Completed Applicant Selection Log reviewed by Governor's Office	10/14/19	10/21/19
Completed Applicant Selection Log review	10/22/19	10/22/19
Contact candidates to schedule 2nd round interviews (DCBS)	10/23/19	10/23/19
Send out public notice re: executive session meeting on agreed upon date (Sara)		TBD
Conduct 2nd round interviews with top 1-4 candidates	10/28/19	10/28/19
Conduct reference checks on candidates (DCBS)	10/29/19	10/30/19
Pay Equity Matrix (DCBS)		TBD
Review and compile interview notes for all panels (DCBS)		TBD
Special Board Executive Session to discuss candidates. Governor's office representative in attendance. Open (public) session for vote.	11/13/19	11/13/19
Offer job to selected candidate		TBD
Candidate accepts offer		TBD
Negotiate start date (may start as early as 4/1/19)	TBD	TBD

