

Executive Director Selection Committee Minutes -

December 8, 2020 – 9:00am – 11:20am

Conference Call-In and Join.Me

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

Guest call in: Francisco Garibay with DAS

Agenda

- 1) Announcements and Introductions
 - a) Introductions were made at 9:02 a.m.
 - b) Scott moved to accept the minutes from 10/13/20 and Melanie 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. He stated today's meeting is to review scorings of the 2nd round virtual interviews; move forward with recommendations and discuss format/logistics for 3rd round interviews.

- 2) Old Business –
 - a) Executive Session: was not held to review 2nd round virtual interviews.
 - i) Ryan shared his screen to show scoring matrix created by DAS.
 - ii) Eight EDSC Committee Members scored the six candidates.
 - iii) Ryan created his own 'rank position' spreadsheet to break down ranking how each member's scores equaled or ranked to others.
 - iv) Veterans' Preference – Ryan asked Kitty to contact Francisco to see if he can call in and get some of these questions answered.
 - v) Some members wanted to review of few resumes of top contenders and Ryan pulled those up on screen to view and discussion followed.

 - b) Format/Logistics: how to interview 3rd round?
 - i) COVID impact: interviews will be remote using Zoom, WebEx or Team. tbd
 - ii) Several ideas were discussed on candidates presentation: provide a 10-15 minute presentation on a subject you are passionate about. We can see how persuasive they are, and if they resonate with stakeholders and us. Scenario-Conflict: this question would be on the spot; see how they react (how would they react out in the field?) Do we give them 45 minutes with 6 to 8 questions?
 - iii) Francisco joined the Call and Ryan asked him about Veterans Preference. Do we use the scoring process (points) or ranked position? Discussion followed.
 - iv) Bring in top 5 candidates was decided.
 - v) Ryan asked Francisco about coordinating the process and he can host the Zoom meetings.
 - vi) Schedule for 3rd round interviews: January 13, 2021. 45 minutes per with 15 minute breaks, very hour. Scoring method tbd.

- 3) New Business -
 - a) Discuss Kitty O'Keefe's position as an employee.
 - i) Discuss later and how to bring on board. ORS240/direct hire.

- 4) For the Good of the Order –
- 5) Next Meeting - tbd

Meeting adjourned at 11:20 a.m. Minutes submitted by Kitty O'Keefe 12.10.20