

Executive Director Selection Committee Minutes - draft

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 1:00 p.m.
 - b) Don moved to accept the minutes from 6/26/20 and Scott 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.
- 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 15th 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 1st 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 1st 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