

# MINUTES

## Personnel Committee Meeting

1/13/2025

1:00 p.m.



**Attendees:** Kevin Vaughn, Martina McDowell, Shelly Bell, Erin Gillespie, Beth Cicchetti, Amber Tynan, Cindy Lavoie, Princess Ousley, Quincee Messersmith - CLEO

**Board Staff:** Matt Salera, Charlotte Brown

**Guests:** N/A

**Recording:** Matt Salera

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### Welcome – Kevin Vaughn

Meeting called to order @ 1:02

CEO Search & Recruitment Process Discussion – Kevin stated that he would like to have the new CEO in place by October 1, 2025. Charlotte reviewed the recruitment process document that was forwarded to the committee. Charlotte also referenced the following documents: the job posting locations, pre-screening questionnaire, interview feedback forms that were forwarded to the committee prior to the meeting.

The Committee agreed that the search should begin locally without the assistance of an outside firm. Kevin asked Matt what he envisioned future funding would look like and he stated that he estimated that WIOA would have a -10% reduction in funding next fiscal year. Cindy stated that the board members attending the upcoming NAWB meeting could network and requested a link for the job posting be available at that time to forward to prospective applicants the team may encounter at NAWB.

There was general discussion regarding obtaining job descriptions from other board that have filled CEO positions recently, highlighting the community and economic ecosystem in the job posting, key competencies be identified and incorporated into the recruitment and selection process, the possibility of using a pre-employment assessment to measure competencies, requesting a letter of support or recommendation with the candidate's resume/application, and discussing/addressing the terms and conditions of the workforce services and one-stop operator contracts with candidates.

Kevin asked the committee to review the job description & job posting documents and make suggested edits and/or comments prior to the next meeting.

Meeting adjourned @ 1:55