

# MINUTES

## Personnel Committee Meeting

4/14/2025

1:00 p.m.



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

**Not Present:** Amber Tynan

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

**Guest:** N/A

**Recording:** Matt Salera

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### Welcome – Kevin Vaughn

Meeting called to order @ 1:02pm.

### Meeting Minutes Approval – March 17, 2025 - Action Item I

- Motion made by Shelly to approve minutes as prepared. Seconded by Martina. All in favor.

### Assessment selection - Action Item II

- Chair Vaughn asked Charlotte as the organizer and researcher for the committee which assessment tool she would recommend. She stated that the cost for both assessment tools was very similar, and both assessment tools were similar. She stated that both assessment tools were excellent in quality, especially for their cost and the representatives from both companies were exceptional. There was general discussion that the Omnia Group appeared to offer a more organized and structured approach to their presentation of their assessment. Kevin asked if both group representatives were local, and Charlotte confirmed that they were both local. Martina & Quincee agreed that both assessments offered excellent feedback on candidates.

Motion made by Martina to select the Omnia Group's assessment. Seconded by Erin. All in favor.

### CEO Search & Recruitment Process – Discussion Item

- Interview Process – Charlotte asked the committee if they wished to use scored rubrics for feedback in each section of the selection process or if they wished to obtain written and verbal feedback from reviewers/interviewers at each stage of the process. She reminded the group that Shelly previously stated that she's experienced an issue with the highest scoring candidate not being selected. Kevin recommended not using a scoring system so that it would not limit the committee's flexibility with regards to selecting a candidate. Charlotte stated that she would send out something at each stage in the selection process for the committee to take written notes so that all records and notes could be retained per CSCR's record retention policy.

- Recruitment/Interview Process Timeline – Charlotte reviewed the sample in-person interview agenda. Kevin recommended that the dinner with candidates be held at Wakulla Springs Lodge. Martina recommended that the board members be asked if they would like to participate in the in-person interviews and would seek 2 or 3 for each of the personnel committee panels on the day of the in-person interviews. Charlotte suggested that the request for volunteers be put in the May issue of the board newsletter. Charlotte stated that the interview questions for the in-person interviews were created by taking the competencies and skills being sought from the job posting the committee has completed. The CEO recruitment timeline was then reviewed and amended per the committee's suggestions. It was determined that the job posting should be published on May 15<sup>th</sup> if possible and 19<sup>th</sup> at the latest. Martina and Kevin both stated that they would be available on May 13<sup>th</sup> or 14<sup>th</sup> to record the intro and question videos for the one-way interviewing platform. Erin asked if the committee could take another look at the minimum requirements for education and determine if the committee would consider making the degrees preferred rather than a minimum of a bachelor's degree. There was general discussion and the consensus was to make the Bachelor's degree and Master's degree preferred rather than required.

#### **Future Meeting Schedule – Discussion Item**

- Charlotte relayed that she was going to need to ask the committee to reschedule its next meeting to be on May 12<sup>th</sup> due to a pre-existing commitment she'd already made on April 28<sup>th</sup>. The committee agreed to hold its next meeting on May 12<sup>th</sup> and Charlotte will put a list of other future meetings together to ensure that the committee has time pre-set to meet regarding the selection process elements.

Meeting adjourned 1:55.