

MINUTES

Personnel Committee Meeting

6/2/2025

1:00 p.m.



Attendees: Martina McDowell, Kevin Vaughn, Amber Tynan, Shelly Bell, Erin Gillespie, Quincee Messersmith - CLEO

Not Present: Beth Cicchetti, Cindy Lavoie

Board Staff: Matt Salera, Charlotte Brown

Guest: Blithe Woodham, Tonya DeVane

Recording: Matt Salera

Welcome – Kevin Vaughn

Meeting called to order @ 1:04pm.

- **Meeting Minutes Approval – May 12, 2025 - Action Item I**

Motion made by Amber. Seconded by Martina. All in favor.

Custom Leadership Assessment - Discussion Item I

Tonya and Blithe from The Omnia Group discussed the custom assessment that will be utilized to screen the top 10 CEO candidates. The assessment measures the level of assertiveness, communication style, pace and adaptability, and level of structure. There are eight different columns that were explained that measure the four different measured levels. The committee agreed that each section aligns with the competencies and skills they are seeking.

Charlotte asked the committee if they would like to ask comparators to take Omnia Group's scoring model/assessment. The following names of Local Workforce Development Board CEOs were proposed: Walter Simmons, Richard Williams, Pam Neighbors or Stacey Campbell-Domineck, and Jim McShane. The recommendation from Omnia Group is to have four comparators complete the assessment.

CEO Search and Recruitment Process – Discussion Item

- **Job Posting Update:** Charlotte stated that the posting has been up for over a week, and she received over 100 applications. However, most were not highly qualified candidates and most did not follow the application instructions in the job posting. Job posting closes on June 11 at midnight.
- **Process Update:** Charlotte stated that she's already downloaded into the Board site folder most of the resumes and documents received and she will send an email out shortly so the committee members may begin reviewing them. She also said that she will send the notes page for each member to list their top 20 and will determine if there's a software she can use to upload them lists into to see where common top candidates appear, so that when the committee meets, they will have a list of the top candidates they have in common and can then determine who else will round out the top 20, if they

choose to have 20. Charlotte also stated that the one-way interviewing platform is nearly ready to deploy and that Martina and Kevin had recorded the intro and conclusion as well as the individual questions for the platform. The marketing team is in the process for completing the video edits now.

Martina asked if the committee should reach out to candidates who did not follow instructions to supply the cover letter with salary requirements and letter of recommendation to provide them the opportunity to complete the application process outlined in the job posting. The committee agreed that after the top 20 candidates were selected the top 20 could all be requested to complete any additional documents needed along with the one-way interview and written responses to questions.

- Discussion and Confirmation of Virtual and In-Person Meeting Dates/Times: Charlotte stated that it appears that 3pm-5pm on Monday, Wednesday and Friday, August 4, 6, and 8 would work for three of the five interview times needed and she would send Outlook calendar notices for those. She said two additional two-hour timeslots were needed and that she would send a doodle poll for August 11 and 12 to see when those would be best for the committee members.

Meeting adjourned 2:02.