

MINUTES

Personnel Committee Meeting
2/24/2025
3:30 p.m.



Attendees: Martina McDowell, Erin Gillespie, Kevin Vaughn, Cindy Lavoie, Shelly Bell, Quincee Messersmith - CLEO

Not Present: Amber Tynan, Princess Ousley, Beth Cicchetti

Board Staff: Matt Salera, Charlotte Brown

Guests: N/A

Recording: Matt Salera

Welcome – Kevin Vaughn

Meeting called to order @ 3:35pm.

- **Meeting Minutes Approval – February 17, 2025 - Action Item I**

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

CEO Search & Recruitment Process – Discussion Item

- CSCR CEO Job Posting Contents –
 - Charlotte reviewed the job posting and changed the language to show that the position oversees state merit staff. The essential duties & responsibilities section was amended by grouping duties together that were similar. Also amended language to state that the position would be responsible for exploring, researching, pursuing, implementing alternative funding streams and fund raising. Charlotte then reviewed the required education & experience section and Erin stated that she thought that the minimum years of experience was low, and it was decided that a minimum of 10 years' experience would be required. The other requirements section was updated to state that applicant motor vehicle records would be checked.
 - Charlotte discussed job posting options such as indeed and other job posting web sites. Charlotte also discussed possibly requiring a writing sample where the responses could be uploaded to determine if ChatGPT was utilized.
 - Charlotte then led the discussion regarding the hiring process that would be utilized. She reviewed each step. She then asked what components the committee wants to use to screen and determine the most qualified candidates. The committee determined that the first step would be to rank the top 20 candidates who would complete the one-way interview process. Erin recommended using a point scoring system to score the video responses to the one-way interview questions. Martina then suggested that up to the top 10 candidates move forward to submit essays and take a personality assessment. The committee would then determine the top 5 candidates they would want to schedule virtual interviews. These would be scheduled with a panel of interviewers/stakeholders using Zoom. Kevin then suggested that the final top 2 or 3 candidates be scheduled for in-person interviews with key stakeholders and include lunch or dinner or both.

- Interview Process –
 - Charlotte suggested letting all candidates know what the process would be, so they knew ahead of time what to expect. Charlotte then asked if the Committee wanted to use Hireflix for prerecorded interview questions and applicants' responses. Kevin stated that he and Martina could record an intro video and record the questions, and Charlotte would provide them with a script. The Committee then discussed which interview questions should be recorded. Charlotte revised the questions per the Committee's suggestions and asked the Committee to review the revised questions after the meeting.
 - Erin asked Charlotte if she could suggest who the important stakeholders are and when they should be involved in the process and the committee would review next meeting
 - The advertised salary range was discussed. Martina suggested raising the salary range to \$105K-140K and the committee decided on a salary range of \$105k-135K.

Meeting adjourned 4:42.