

MINUTES

Personnel Committee Meeting

3/17/2025

1:00 p.m.



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

Not Present: Amber Tynan, Beth Cicchetti, Erin Gillespie, Princess Ousley,

Board Staff: Charlotte Brown

Guest: Dr. Cheri Rainey and Roni Abeytia

Recording: Charlotte Brown

Welcome – Kevin Vaughn

Meeting called to order @ 1:04pm.

Dr. Rainey and Roni reviewed the Harrison assessments that are offered by Dr. Rainey's company, Rainey Leadership Learning. They reviewed the different assessments that could be utilized when selecting a new hire; assessments that can assess someone's leadership style. They reviewed the Harrison System Recruitment Dashboard that can be utilized similar to an applicant tracking system, that also has the assessments built-in, and the pricing for utilizing the system. They also reviewed pricing for utilizing just the suitability assessment and reports as well as provided an overview of the Expert Report that includes a 90 minute session with Dr. Rainey for each individual who completes the assessment. She would then provide an expert debrief of those individuals with the committee. This expert report/debrief runs \$750 per person typically. She encouraged the committee to consider asking the top candidate(s) to complete the session that leads to the expert report/debrief. The committee thanked Dr. Rainey and Roni for their presentation.

The committee discussed the fact that the assessments and other scored rubrics would fall under sunshine laws.

Meeting Minutes Approval – March 3, 2025 - Action Item I

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

CEO Search & Recruitment Process – Discussion Item

- CSCR CEO Job Posting –
 - Charlotte reviewed an additional update regarding organizing Board and committee meetings to the job posting document.
 - Charlotte reviewed the design of the contact card that the attendees can take to the NAWB conference and the associated contact form. The committee recommended limiting the "Message to Recruiter" section to 300 words.
 - Interview Process

- Charlotte reviewed the interview questions that are proposed for the one-way interview, essay, and virtual interviews with the committee. She stated that the in-person interview questions were not yet completely drafted for review. The committee did not have any recommended edits to any of the question sets at this time.
- Charlotte reviewed the stakeholders that are recommended to participate in the interview process with the committee. She stated that the personnel committee would participate throughout all phases, while the LEOs would be asked if they would like to participate in the virtual interviews, and the other board members would be asked if they would like to participate in the in-person interviews. She also recommended that the full staff, including the current CEO, be included in the in-person interview agenda with a meet-and-greet and the direct report staff participate in an interview panel.
- Future Meeting Schedule
 - The committee discussed returning to regular bi-weekly meetings to complete the process document including interview questions, selection of the assessment, and recruitment timeline on April 14, 2025, for up to four meetings.

Meeting adjourned 2:01pm.