

MINUTES

Personnel Committee Meeting

5/12/2025

1:00 p.m.



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

Not Present: Beth Cicchetti, Princess Ousley

Board Staff: Matt Salera, Charlotte Brown

Guest: N/A

Recording: Matt Salera

Welcome – Kevin Vaughn

Meeting called to order @ 1:01pm.

- **Meeting Minutes Approval – April 14, 2025 - Action Item I**

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

CEO Search & Recruitment Process - Discussion Item I

Charlotte stated that the job posting was set to be released later this week on May 15th and discussed the how the salary range would be phrased. Martina stated that an “anticipated salary range” should be posted so that there would be room for negotiation. Charlotte then mentioned that she’d added information into the job posting that said the start date should be around late October so that there would be some overlap with the current CEO as desired by the committee. Charlotte also added that there would be several steps in the selection process into the job posting so that candidates would know up front there would be multiple steps. Kevin stated that it was good to be very transparent.

Kevin and Martina are scheduled to record a video for the procured one-way interviewing platform tomorrow. The platform has been procured for the custom leadership and cognitive assessments. The assessment vendor will create the draft custom leadership assessment and have requested to meet with the committee on June 2nd to obtain verbal feedback to finalize the customization. Charlotte asked if the members had any feedback regarding the question sets for the virtual panel as well as all of the in-person interview question sets that she had condensed from 20 interview questions to 12. The committee did not have any feedback other than the question sets looked good.

The committee discussed whether or not to add a separate meeting for the CLEOs who participate in the virtual panel interviews to provide feedback to the personnel committee on their opinion of the CEO candidates. Kevin suggested not adding a meeting but inviting the commissioners to attend the meeting where the committee makes the selection of the Top 2-3 candidates for in-person interviews. The committee members agreed, so the process document shows that the committee meeting that is held after the virtual interviews will include the CLEOs who attended the virtual interviews.

Kevin also suggested that the personnel committee make a recommendation of a selected candidate to the board at the September 24, 2025, BOD meeting. Charlotte reminded the committee that they were already inviting board members to serve on the in-person interview panels and the first request to board members to participate will be in the Board newsletter that is distributed this week. The committee also noted that they would like Charlotte to send a separate email to the board members requesting their participation. They also mentioned they would like for the request to also be made at the June board meeting.

Martina suggested that if a contingent offer is made prior to the Board meeting in September, it should also state that it is pending BOD approval along with other items back such as background check, credit check, etc.

Proposed Future Meeting Schedule – Discussion Item

Charlotte reviewed the proposed future meetings schedule for the next 8 upcoming meetings that were listed on the agenda.

There was discussion about changing the June 19 meeting to June 24 @ 2:00 and changing the July 21 meeting to July 18 @ 1:00.

Charlotte realized that due to some of the schedules mentioned by the committee members that some of the other dates and times may need to be changed and said she would poll the committee and make changes as needed.

The next meeting is scheduled for June 2, 2025 at 1:00 p.m., and the assessment vendor will address the committee for feedback.

Meeting adjourned 2:07.