

MINUTES

Personnel Committee Meeting

7/21/2025

1:00 p.m.



Attendees: Cindy Lavoie, Martina McDowell, Shelly Bell, Erin Gillespie, Beth Cicchetti,

Not Present: Amber Tynan, Kevin Vaughn, Princess Ousley, Quincee Messersmith - **CLEO Board Staff:**

Matt Salera, Charlotte Brown

Guest: Tameka Austin

Recording: Matt Salera

Welcome – Martina McDowell

Meeting called to order @ 1:03pm.

- **Minutes Approval – June 24, 2025 & July 9, 2025**

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

Candidate Behavioral & Cognitive Assessment Reports – Erin, Shelly & Martina stated that they were surprised with the results related to 2 of the candidates as compared to the comparators who also took the assessment. The committee members discussed the accuracy of the assessments as they had already heard from the candidates in their virtual interviews. One member noted that at least one of the candidates may not be a native English speaker and that may have skewed the cognitive assessment. Charlotte stated that the assessment was just one piece for the committee to consider when selecting a candidate and should not be the deciding factor.

Candidate Written Responses to Experience Prompts / Questions – A committee member stated that some candidates performed much better with their written responses as compared to their assessments. Shelly asked if the assessment was a timed assessment, and Charlotte responded that the Omnia Profile was not timed, but the cognitive assessment was timed. The members then considered other factors to determine who to move forward in the process.

Martina requested who the committee's top 4 candidates were and more discussion ensued regarding the assessments, written responses, one-way interviews and overall candidate fit. Martina stated that Keantha, David & Marcus were on her list as the top 3 candidates, and Erin and Cindy agreed. The Committee then agreed that the top 4 candidates should include Gerrie. Erin made a motion, and Cindy seconded, that the following 4 candidates move forward to the next stage in the hiring process: Keantha, David, Marcus and Gerrie.

Virtual Panel Interview Scheduling - Shelly asked if a committee member could not attend one of the virtual interviews if they should not attend any interviews. Martina then stated that committee members should attend as many interviews as possible and that she would plan to attend all of them.

Updates on Commissioner Participation in Virtual Interviews – Charlotte stated that the commissioners have been invited to the next stage of the interview process which includes the virtual interviews.

Meeting adjourned 1:38