

# MINUTES

**Personnel Committee Meeting**  
**2/17/2025**  
1:00 p.m.



**Attendees:** Martina McDowell, Shelly Bell, Erin Gillespie, Beth Cicchetti, Princess Ousley

**Not Present:** Amber Tynan, Kevin Vaughn, Cindy Lavoie, Quincee Messersmith - CLEO

**Board Staff:** Matt Salera, Charlotte Brown

**Guests:** Antonio Gonzalez

**Recording:** Matt Salera

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## **Welcome – Martina McDowell**

Meeting called to order @ 1:05pm.

- **Meeting Minutes Approval – February 3, 2025 - Action Item I**

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

## **Demonstration of Hireflix Process - Discussion Item – Antonio Gonzalez.**

Charlotte introduced Antonio and stated that Hireflix had more elements and was less expensive than the other hiring platform she reviewed. Antonio began his presentation by stating that one way video interviewing is great for interviewing candidates by allowing CSCR to prepare interview questions in advance and sending a link to each candidate who would then respond to each interview question via video that would be recorded.

Martina asked if there is a limit to the number of questions that could be forwarded to each candidate and Antonio said that there is no limit. Martina then asked how long we would have access to each applicant's videos, and Antonio stated that we would always have access if our subscription was current by paying the \$150 a month fee and stated that we could download the videos. Martina then asked if there was a limit to the number of candidates that could receive the interview question link and record their interviews and Antonio said that there was no limit. Antonio also stated that each video would also have transcripts that could also be downloaded.

## **CEO Search & Recruitment Process – Discussion Item**

Discussion ensued with the committee members about the candidates possibly using AI to assist them with answering the interview questions. Charlotte also stated that AI could be used to rate candidate's transcripts.

Charlotte then reviewed the job posting and reviewed the suggested changes and revisions. Charlotte requested suggestions regarding the education and experience section and stated that the committee needed to determine how many years' experience in the different areas (i.e. executive leadership, workforce development) that the candidate should possess.

There was discussion regarding holding another committee meeting the following Monday due to the fact that the committee didn't make it through today's agenda, and the committee agreed that they would hold the next meeting on Monday, February 24, 2025, at 3:30pm.

Meeting adjourned 2:25.