



# Agenda

**Cultural Council of Greater Jacksonville  
Search & Transition Committee Meeting**  
Tuesday, March 23rd, 2021  
10:00 AM- 11:00 AM EST

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**GoogleMeetLink/Code:** [meet.google.com/vce-hpav-mkc](https://meet.google.com/vce-hpav-mkc)

**Phone Number: (US) 1 314-666-1719 PIN: 451 029 142#**

- Lisa Johnson, Committee Chair
- Ari Jolly, Committee Member
- Kemal Gasper, Committee Member
- Michael Boylan, City Council Liaison
- Kirsten Doolittle, Committee Member

**A. Call to Order**

**B. Roll Call**

**C. Approval of Minutes**

- [2.25.21](#)
  - [3.04.21](#)
  - [3.08.21](#)
  - [3.12.21](#)
- If these links do not work for you, these documents are also available at <https://www.culturalcouncil.org/transparency.html> .

**D. Discussion – Selection of Executive Director**

**E. Reference/Background Checks**

**F. Compensation Package and other budgetary impacts**

**G. Board Meeting preparation**

**H. Correspondence with candidates not selected**

**I. Next steps**

- Scheduling next meeting
- Communications/onboarding plans

**J. Adjournment**

**Attachments:**

1. [CCGJ Search Committee Minutes \(02/25/21\)](#)
2. [CCGJ Search Committee Minutes \(03/04/21\)](#)
3. [CCGJ Search Committee Minutes \(03/08/21\)](#)
4. [CCGJ Search Committee Minutes \(03/12/21\)](#)

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**Committee Members Present:** Lisa Johnson (Chair), Kristen Doolittle, Ari Jolly, Councilman Michael Boylan

**Committee Members Absent:** Kemal Gasper

**Guests Present:** *None*

**Board Members Present:** *None*

**Staff Present:** Amy Palmer

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**A. Call to Order**

Director Johnson began the meeting to order at 4:00 PM.

**B. Approval of Minutes**

Motion: The minutes of the February 12, 2020 meeting of the Search & Transition Committee are approved as written. Moved by Ari Jolly. Seconded by CM Michael Boylan. Unanimously Approved.

**C. Discussion of Final Four Candidates**

A final four candidates will have second interviews. Due to COVID concerns, all interviews (even local) will take place via Zoom. The Search Committee will meet in person. The interviews will be publicly noticed. Each interview will last one hour. Thirty minutes will be devoted for scoring and debrief following each interview. The interviews will be scheduled over two days for maximum participation of the committee members and board chair.

Final candidates are (in alphabetical order):

1. Diana Donovan (Jax, FL)
2. Vincent Kitch (Morgantown, W.V.)
3. Robert Alan Reed (Dallas, Texas)
4. Gram Slaton (Charlottesville, Virginia; finalist for CCGJ E.D. position – 2013)

The committee reviewed final interview questions. Specific members will share the duty of taking the lead in asking questions about core competencies). A draft scoring matrix to use with final interviews was also reviewed. The committee agreed on the need for consistency in the interviews. Staff was asked to capture the pieces of the search process to save for future reference.

They also discussed the need for follow-up correspondence with the initial interviewees who will not proceed to the next round. Two candidates expressed interest in board membership and this was noted for Governance Committee.

Staff will not participate in the interview process. They may take leave time to watch the interviews.

An agenda was set for items for a Subcommittee on Compensation Package to address. The subcommittee will consist of Ari Jolly representing Governance Committee and Kirsten Doolittle representing Finance Committee. A salary range of \$90k-\$130k advertised, commensurate with experience. The subcommittee will research salary history of CCGJ executive directors as well as market data.

Relocation expenses must be considered for out-of-town candidates. They will also determine the method for checking references and conducting a background check. Kirsten can recommend a company to do the background check. Future agenda items will include communications and onboarding plans.

**D. ADJOURNMENT: 4:50 PM**



# Minutes

**Cultural Council of Greater Jacksonville  
Search & Transition Committee Meeting**  
Thursday, March 4th, 2021  
8:30 AM – 9:00 AM EST

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**Committee Members Present:** Lisa Johnson (Chair), Kristen Doolittle, Ari Jolly, Councilman Michael Boylan

**Committee Members Absent:** Kemal Gasper

**Guests Present:** *None*

**Board Members Present:** *None*

**Staff Present:** Amy Palmer

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## **A. Call to Order**

Director Johnson began the meeting to order at 8:30 AM.

## **B. Review of Draft Compensation Package from Subcommittee prior to Board Chair and Attorney Review**

Kirsten Doolittle and Ari Jolly comprised the subcommittee who worked on compiling historical data for the E.D. position at the Cultural Council as well as comparable data from the Nonprofit Center's annual salary survey. Based on both, the recommendation is to offer the following base salary as tied to years of leadership experience:

0-10 yrs of exp: \$100-115K

10-plus yrs of exp: \$115-120K

The committee did not recommend a signing bonus and was hesitant to put anything in writing about a performance bonus, unless needed for leverage in bargaining. The recommended salary ranges fall in line with comparable agencies and are defensible. However, the committee was generally warm to the idea of a bonus and suggested that a bonus should be an option available to the board at the E.D.'s annual performance review. There was an acknowledgement that for a hire coming from out-of-state that relocation expenses would need to be offered. There was an acknowledgement of the current interim's salary and that it would be difficult to offer a reduced salary for the permanent position.

The final draft compensation package will be reviewed by the board chair and then go to the Cultural Council's attorney.

## **C. Logistics of Reference Checks**

The committee recommended reference checks for the final two candidates only. Members of the search committee should conduct the checks and standardized questions will be developed for this purpose. Kirsten Doolittle will provide a recommendation for a firm that handles background checks – for the final selection only.

#### **D. Timeline Review:**

##### **Final Interviews**

1. March 8 (Diana Donovan and Gram Slaton)
2. March 12 (Robert Reed and Vincent Kitch)
3. Interviews will be publicly noticed.

Offer will be contingent upon Board approval of E.D. selection. This approval may be part of a regular board member or a special meeting may be called.

Scheduling of the next Search Committee meeting was discussed. Next steps for the committee will be communications and onboarding plans

#### **E. ADJOURNMENT: 8:43 AM**



**Minutes**  
**Cultural Council of Greater Jacksonville**  
**Search & Transition Committee Meeting**  
Monday, March 8th, 2021 3:00-  
6:00 PM EST

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**Committee Members Present:** Lisa Johnson (Chair), Kristen Doolittle, Kemal Gasper, Ari Jolly, Councilman Michael Boylan

**Committee Members Absent:** *None*

**Guests Present:** *None*

**Board Members Present:** Jannet Walker-Ford (Board Chair)

**Staff Present:** *None*

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**A. Call to Order**

Director Johnson began the meeting to order at 3:00 PM

**B. Roll Call**

**C. Discussion/ Review**

The purpose of this meeting of the CCGJ Search and Transition Committee was to interview two of the four finalists for the Cultural Council's executive director position.

Each interview was scheduled to last one hour. Following each interview was a period for scoring and evaluations.

The committee also discussed reference check questions.

3-4p.m. – Candidate One: Diana Donovan

4:30-5:30 p.m. – Candidate Two: Gram Slaton

**D. Public Comment:** *None*

**E. ADJOURNMENT: 6:00 PM**



**Minutes**  
**Cultural Council of Greater Jacksonville**  
**Search & Transition Committee Meeting**  
Monday, March 12th, 2021  
8:30-11:30 AM EST

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**Committee Members Present:** Lisa Johnson (Chair), Kemal Gasper, Ari Jolly,  
Councilman Michael Boylan

**Committee Members Absent:** Kristen Doolittle

**Guests Present:** *None*

**Board Members Present:** Jannet Walker-Ford (Board Chair)

**Staff Present:** *None*

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**A. Call to Order**

Director Johnson began the meeting to order at 8:30 AM

**B. Roll Call**

**C. Discussion/ Review**

The purpose of this meeting of the CCGJ Search and Transition Committee was to interview two of the four finalists for the Cultural Council's executive director position.

Each interview was scheduled to last one hour. Following each interview was a period for scoring and evaluations.

8:30-9:30 a.m. – Candidate Three: Robert Reed

10 -11 a.m. – Candidate Four: Vincent Kitch

**D. Public Comment:** *None*

**E. ADJOURNMENT: 11:30 AM**