**Present**

Members - Ann Carey, Dave Engdahl, Claudia Baker, Jamario Stills, Jackie Cornelius

**Call to Order**

Ms. Ann Carey, Transition Team Chair, called the meeting to order at 2:10 p.m.

**Discussion**

1. Applications – Cedric had received 16 resumes as of Friday, September 28, 2018; the application window closed on September 30, 2018 (no final count yet from Cedric).
2. Selection Committee – Jannet Walker-Ford will be joining Ann Carey, Claudia Baker, Jamario Stills and Numa Saisselin on the selection committee. Dave Engdahl and Jackie Cornelius agreed to participate in the initial vetting of resumes.
3. Updated Schedule of Events (all meeting dates yet to be confirmed with committee members and noticed):

|  |  |  |  |
| --- | --- | --- | --- |
| Step | Action | Due Date | Notes |
| 1. | CCGJ accepts applications; Cedric collects and acknowledges receipt of resume to candidate. | 9/30/18 |  |
| 2. | Cedric preps and emails applicant packets to Selection Committee members. Include Jackie and Dave. | 10/2/18 |  |
| 3. | Selection Committee individually reviews resumes against qualifications: Yes/No/Maybe | 10/9/18 | * Job Posting
 |
|  | Selection Committee meets to identify candidates to move on to Phone Interview. | 10/10/18tentative | * Sunshine meeting
 |
|  | Chelsey schedules Phone Interviews; 15 min each; 10 min apart. |  |  |
|  | Selection Committee meets for Phone Interviews; same xxx questions of each candidate; end of meeting, identify candidates to receive On-Site Interview. | One day in week of 10/15/18 | * Sunshine meeting
* Candidate Interview Guide – Section II (Screening)
 |
|  | Selection Committee meets for On-Site Interviews; brings out-of-town candidates in-town; schedules 1-2 full days for interviews; discusses/identifies finalist(s) after interviews are complete. | TBD | * Sunshine
* Candidate Interview Guide – Section III (On-Site Competencies)
 |
|  | Board approves new Executive Director at board meeting – hold ad hoc meeting, if necessary.  | 11/15/18 scheduled board meeting | * Sunshine
 |

Actions:

* Ms. Carey to:
	+ Confirm meeting date of 10/10/18 with Numa and Jannet; if OK, have Chelsey amend the meeting of 10/8/18 with new date.
	+ Chelsey to work with committee to select date/time for Phone Interviews.

 **Public Comment**

No members of the public were present.

**Adjournment -** The meeting was adjourned at 3:15 pm.