**Present**

Members - Ann Carey, Dave Engdahl, Claudia Baker (phone), Jamario Stills

**Call to Order**

Ms. Ann Carey, Transition Team Chair, called the meeting to order at 2:08 p.m.

**Discussion**

1. Interim Executive Director Search – No further discussion of this topic took place; a vote will be taken at the next board meeting, rescheduled for Tuesday, October 2, 2018.
2. Selection Committee – Ms. Carey used the term “selection” committee instead of “search” committee as the Transition Team has already initiated the search. Potential board and community/CSG members that represent diversity in ethnicity, race and age (millennials) were discussed to be included on the committee. No more than six members should be on the Selection Committee.

Actions

* Ms. Carey will follow up with two different board members to request the participation of at least one member on the committee.
1. Tentative Timeline – the following steps with noticed meetings were identified with tentative dates; suggest we continue to work out the dates and steps 8 and 9.

|  |  |  |  |
| --- | --- | --- | --- |
| 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 cover letters/resumes to Selection Committee members. | 10/5/18 |  |
| 3. | Selection Committee individually reviews resumes against qualifications: Yes/No/Maybe |  | * Job Posting
 |
|  | Selection Committee meets to identify candidates to move on to Phone Interview. |  | * 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. | 10/29/18 | * 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. | 11/12/18 | * Sunshine
* Candidate Interview Guide – Section III (On-Site Competencies)
 |
|  | Staff interview finalist(s) (in person or skype); board meets finalists one-on-one – but how??? |  |  |
|  | Selection Committee meets to identify candidate-of-choice based on interviews and staff/board feedback. |  | * Sunshine
 |
|  | Board votes at board meeting – ad hoc meeting, if necessary.  | By 11/30/18 | * Sunshine
 |

Actions:

* Ms. Carey to:
	+ Review plan with OGC regarding Sunshine compliance.
	+ Provide Interview Forms to all for Dave for review/editing.
	+ Request assistance of Diana Donovan for guidance on a Communications Plan.

 **Public Comment**

One member of the public was present; no comment was made.

**Adjournment -** The meeting was adjourned at 2:08 pm.

The next meeting is Monday, October 1, 2018 at 2pm in the Cultural Council conference room.