



EXECUTIVE DIRECTOR SEARCH COMMITTEE MINUTES

**December 5, 2012
12:00 PM – 1:00 PM**

Attending:

Ken Wilson, Chair
John Balog
Susan Main
Elder Lee Harris

Staff:

Jill Dame (partial meeting)
Leticia Burns

CALL TO ORDER

Chair Ken Wilson called the meeting to order at 12:09 p.m.

Chairperson Report

John Balog moved to approve the minutes from the November 8, 2012 Executive Search Committee Minutes. Susan Main seconded. Minutes approved.

NEW BUSINESS

Ken Wilson asked if any applicants on the HR declined list need to be reconsidered. There were no names the search committee wanted moved from the HR declined list.

Jill Dame updated the committee on Dolly Dillin's position and gave procedural information on setting up phone interviews and paying for travel for applicants.

Jill Dame left the meeting at 12:20

There were a total of seventeen applications for the Executive Director position received and reviewed by the City Human Resources Department. Nine of the seventeen did not meet the minimum qualifications, leaving eight for the Search Committee to review.

The committee cut the list down to four: Jill Dame, Brenda Priestly Jackson, Milton Threadcraft and Mandy Wells. The first two candidates, Brenda Priestly Jackson and Milton Threadcraft will be invited to interview on December 12, 2012. The last two interview dates will be determined.

Ken Wilson asked the Search Committee to email suggested interview questions to Leticia Burns by noon on December 10th. Leticia will then compile all questions and forward them to Ken Wilson.

ADJOURN

The meeting was adjourned at 1:30 p.m.