



Meeting of CVSWMD's Hiring Committee Wednesday, December 14, 2022 at 10:00 a.m.

Minutes

1. Call to Order
Lisa Liotta called the meeting to order at 10:05 am with a quorum present.
Members present by Zoom: Jon Jewett, Lee Cattaneo, Donna Barlow Casey; General Manager (GM) Lisa Liotta and Operations Manager/Assistant General Manager Theron Lay-Sleeper.
Members absent: Bill Powell (Joined at 10:10 AM)
2. Agenda Revisions: The General Manager requested that the organizational meeting to elect a chair and choose a meeting time be moved to after item number 6.
3. Public Comment Period and Announcements: None
4. Draft RFP: Review, Timeline, Scoring:
The General Manager presented the draft RFP to engage an executive search firm to conduct the search for qualified candidates for the General Manager position. Jon Jewett noted that 4-6 months is a long time and suggested reducing it to 2-4 months for completion of the candidate search.
Lee Cattaneo suggested that discrimination be included under the indemnification clause of the contract portion of the RFP, and moved to send out the RFP and review the indemnification clause at an Executive Board Meeting prior to signing a contract. No second was made
Bill Powell moved to issue the RFP as is. Jon Jewett seconded. Motion passed unanimously.
Jon Jewett and Bill Powell volunteered to score RFPs, along with Theron Lay-Sleeper.
5. Advertising considerations – Ad, cost, outlets, timing
Lisa Liotta discussed advertising in addition to issuing the Executive search firm RFP. Jon Jewett suggested trying to contact state employee retirees. \$5,000 is available from the advertising budget to conduct outreach and advertising for the position. The Committee unanimously agreed that this is a good course of action. District staff will begin advertising next week. The Committee further requested that staff also send the employment advertisement to the selectboard/council of CVSWMD's member towns.
6. Organizational Meeting – Choose meeting time and elect chair – ACTION ITEM
Bill Powell nominated Donna Barlow Casey to chair the CVSWMD Hiring Committee and Jon Jewett seconded. Donna accepted and will be chair the committee. If Donna Barlow Casey is no longer a board member, the Executive Board will need to change the Committee to an Ad Hoc Committee in order for her to continue acting in the role. The Committee established its regular meeting day and time will be the second Wednesdays of each month at 10:00 am.
7. Other old or new business:
The next meeting of the CVSWMD Hiring Committee will be held Wednesday, January 11th at 10:00 am. RFPs are due December 30, the General Manager will scan and email proposals to the members assisting with scoring on or before December 31. Scoring committee members will bring recommendations to the next meeting.
8. Adjourn: The committee adjourned unanimously at 10:35 am.