



**Special Meeting of CVSWMD's
Ad Hoc Hiring Committee
Tuesday, January 17, 2023 at 5:00 p.m.**

Minutes

1. Call to Order
Chair Donna Barlow Casey called the meeting to order at 5:03 p.m. with a quorum present.
Members present by Zoom: Jon Jewett, Lee Cattaneo, Donna Barlow Casey, and Bill Powell
Members present: Interim General Manager Theron Lay-Sleeper
2. Agenda Revisions: There were no revisions to the agenda.
3. Public Comment Period and Announcements: Chair Donna Barlow Casey announced that she is considering stepping down from the Ad Hoc Hiring Committee due to a conflict of interest. Bill Powell noted he was not concerned about this, so long as Donna Barlow Casey recuses herself from any hiring proceedings. After a brief discussion, it was decided that she will remain the chair of the Ad Hoc Hiring Committee.
4. Approval of Meeting Minutes – ACTION ITEM – *Bill Powell moved to accept the minutes of the January 11, 2023 Ad Hoc Hiring Committee meeting, seconded by Jon Jewett. Voting in favor: unanimous.*
6. Executive Search Firm – Recommendation to Executive Board ACTION ITEM
Staff presented two responses to the RFP for executive search services to the Committee. One firm estimated a 3-6-week lead time before work could start. The other firm is available to start work immediately. *Lee Cattaneo moved to recommend the Gallagher and Flynn proposal to the Executive Board, and to direct staff to finalize a contract to present to the full Board at their February meeting. Bill Powell Seconded. Voting in favor: unanimous.*
7. Interview Questions and Candidate Vetting
Staff will present qualified candidates for the General Manager position to the Committee at a special meeting on 1/25/23 in a blind format, with names and personal identifying information redacted. Staff will put together an updated list of interview questions for the Committee's review at the same meeting.
8. Other old or new business:
The next meeting of the Ad Hoc Hiring Committee will be held as a special meeting Wednesday, January 25th at 10:00 a.m. to review applicants for the General Manager Position.
9. Adjourn: The committee adjourned unanimously at 5:21 p.m.

Respectfully submitted,