



Meeting of CVSWMD's Ad Hoc Hiring Committee Wednesday, January 11, 2023 at 10:00 a.m.

Minutes

1. Call to Order
Chair Donna Barlow Casey called the meeting to order at 10:05 am with a quorum present.
Members present by Zoom: Jon Jewett, Lee Cattaneo, Donna Barlow Casey; Bill Powell and Interim General Manager Theron Lay-Sleeper.
2. Agenda Revisions: There were no revisions to the agenda.
3. Public Comment Period and Announcements: None
4. Approval of Meeting Minutes – ACTION ITEM – *Lee Cattaneo moved to accept the minutes of the December 14 Ad Hoc Hiring Committee meeting, seconded by Jon Jewett. Voting in favor: unanimous.*
5. Advertising Progress Update
The Interim General Manager presented the schedule of advertisements that has been run for the General Manager position. He suggested that the Committee meet again on January 25th for a special meeting to review candidates.
6. Executive Search Firm – 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. Staff will reach out to the other firm to get an estimated lead time and bring this information to a special meeting of the Ad Hoc Hiring Committee on 1/17/23, where a finalist will be selected and recommended to the EB at their meeting immediately following. At that time, the Ad Hoc Hiring Committee will recommend that the EB authorize staff to negotiate a contract with the finalist to bring to the full board at their February meeting 2/1/23. *No action taken.*
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 Tuesday, January 17th at 5:00 pm. Another special meeting of the Ad Hoc Hiring Committee will occur on Wednesday, January 25th to review applicants for the General Manager Position.
9. Adjourn: The committee adjourned unanimously at 10:54 am.

Respectfully submitted,