



Special Meeting of CVSWMD's Ad Hoc Hiring Committee Tuesday, January 25, 2023 at 10:00 a.m.

Minutes

1. Call to Order
Chair Donna Barlow Casey called the meeting to order at 10:09 a.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: None.
4. Approval of Meeting Minutes – ACTION ITEM – *Lee Cattaneo moved to accept the minutes of the January 17, 2023 Ad Hoc Hiring Committee special meeting, seconded by Bill Powell. Voting in favor: unanimous.*
5. Interview Questions and Candidate Vetting
The Committee discussed the draft interview questions and suggested edits. Bill Powell suggested setting the expectation for at least two rounds of interviews. The initial interview panel will be made up of Barb Baird, Theron Lay-Sleeper, Lee Cattaneo and Jon Jewett. Each interviewer will take notes on candidate responses and rate the responses on a scale from 1-5. The interview panel will recommend qualified candidates to the Executive Board for a second round of interviews. References will be checked before candidates go to the Executive Board.
6. Discussion of Qualified Candidates
At 11:20 a.m. Chair Donna Barlow Casey recused herself for a conflict of interest regarding one of the applicants. Lee Cattaneo moved to **Enter Executive Session per 1 V.S.A. §313(b): Personnel, the premature general knowledge would place the person involved at a substantial disadvantage**, seconded by Bill Powell. At 11:38 Bill Powell moved, and Lee seconded to exit executive Session. **At 11:38 a.m., the Executive Session concluded.** Donna Barlow Casey returned from recusal. Upon exiting: *Lee Cattaneo made a motion to invite candidates 3, 4, and 5 to initial interviews. Bill Powell seconded. Voting in favor: Bill Powell, Lee Cattaneo, Jon Jewett. Abstentions: Donna Barlow Casey.*
7. Executive Search Firm
The contract for Executive Search Services with Gallagher and Flynn will be reviewed by the Full Board in February. If no suitable candidate is selected through the interview process, staff will be directed to move forward with the contract.
8. Other old or new business:
The next meeting of the Ad Hoc Hiring Committee will be determined based on the availability of the interview panelists and the candidates, and will be for the purpose of conducting an interview.
9. Adjourn: The committee adjourned unanimously at 11:42 a.m.

Respectfully submitted,