



BYLAWS-PERSONNEL COMMITTEE MEETING MINUTES

April 25, 2018

ELC Main Office
10 SE Central Parkway, Suite 200, Stuart

Present: Julie Zobec
Sandy Akre (via teleconference) Richard Reilly

Excused: Natalie Sanders Joy Yates

Staff: Migdalia Rosado (via teleconference) Loretta Toth

I. CALL TO ORDER

The meeting was called to order by Chair, Julie Zobec at 8:07 a.m. Roll call was taken and a quorum was present.

II. ANNOUNCEMENTS AND ADDITIONS/DELETIONS TO AGENDA - None

III. ADOPTION OF AGENDA

Motion to adopt the agenda was made by Sandy Akre, seconded by Richard Reilly and passed.

IV. CONSENT AGENDA

A. Bylaws/Personnel Committee Minutes – March 28, 2018

Motion was made by Sandy Akre to approve the consent agenda. Motion was seconded by Richard Reilly and passed.

V. OLD BUSINESS

A. CEO Search

1. **Resume Update** – Resumes are being submitted weekly to the Committee.

2. **Interview Questions** – The Executive Committee met on April 3rd and has invited the Bylaws/Personnel Committee to attend the interview process, with the Executive Committee conducting the interviews. The list of interview questions was reviewed by the Executive Committee with a recommendation by Ms. Hawker to add question #8. Ms. Zobec suggested a slight addition to question #8. The question will read as follows: *“This position will require bringing people and organizations together to achieve a common goal for improving ELCIRMO’s quality and services throughout the multi-county area. Can you tell me about your experiences in doing similar work in managing conflict between parties and how you motivated people to be part of a shared vision?”*

3. **Rating Matrix** – The following changes were made to the rating matrix: Under Education, will now read “PhD or equivalent”; under preferred criteria, the first two bulleted items will be categorized as 5 + years, 3-4 years; 1-2 years; and under the third bullet, change OMB circulars to “Uniform Guidance”. This document will be used by each of the members of the Bylaws/Personnel Committee as a guide to rate each of the applicants, in order to develop a short list. It is intended that each member of the committee will review all applicants and develop their own short list. The Bylaws/Personnel Committee will discuss all possible

short-list applicants and develop a final short list at their meeting on May 30th. The final short list will be submitted to the Executive Committee.

- 4. Interview Rating Sheet** – The following changes were made: Change “charisma” to “Interpersonal/Communication Skills”; Add Question #8 for 10 points. The total score will equal 110. This form will be used by the Executive Committee when interviewing applicants.

Ms. Zobec noted that interviews are tentatively scheduled for June 12 and 13, 2018.

***Motion** was made by Richard Reilly to accept all the recommended changes to the interview questions, rating matrix and interview rating sheet. Motion was seconded by Sandy Akre and passed.*

VI. NEW BUSINESS – None.

VII. CHAIRMAN’S COMMENTS – None.

VIII. BOARD MEMBER COMMENTS – None.

IX. PUBLIC COMMENTS – None.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:38 a.m.

Respectfully submitted,

Approved 5/30/18

Julie Zobec, Chair
JZ:lt