

Personnel & Finance Committee (PFC) Meeting Minutes
Tuesday October 1, 2024; 4-6:30 PM
MEETING at CBI Conference Room 136 SW Washington Ave. & Via ZOOM

In Attendance:

Committee Members: Nate Johnson, Marcella Henkels, Kerry Hastings, Aubrey Cloud
Others: In Person - Holly Crosson, Candace Mackey
Remote-Trudy Hylemon, Cascade Employer's Association

I. Call Into Session:

[Henkels] 4:05pm

No changes to Agenda or Public Comment. Brief self-introduction of all members present.

II. Division of Tasks:

Trudy Hylemon describes the Recruitment and Talent Acquisition Cycle. Her organization can handle any/all of this process, from posting, to evaluating candidates, to interviewing, all the way through letting candidates know they weren't accepted.

(Holly Crosson) Can you clarify what the current Executive Director's role should be in this process?

(Trudy Hylemon) I just completed this process with another client. Once the job is posted, best practice is the ED stays out unless needed for internal candidate reference.

(Kerry Hastings) To what TH said before, I would be concerned with an internal candidate not being selected to learn of this from CEA (Trudy's organization) not from ourselves (Benton SWCD Personnel and Finance Committee). Committee agrees. BSWCD will be responsible for turning down any internal candidates should they not be selected for the job.

Where will the job listing be posted? TH discusses where they normally post and asks for the committee and HC to compile other lists and send to her for posting. (TASK)

Services Offered by Cascade Employer's Association:

- A. Recruitment Strategy & Job Requisition-YES
- B. Development of the Job Posting-YES, Personnel and Finance Committee wants to review the Job posting as a group, please send to all for evaluation.
- C. Advertising-TH will send out an array of where there will be advertising for the position to the committee, and take other suggestions from the PFC and staff.
- D. Direct Sourcing of Candidates-YES, and TH will act as the point person for anyone who inquires directly to board members or current staff about the position.
- E. Screen Resumes-YES, and TH will send through the candidates that have the top 3-5 "must haves" as put in the job description/posting.

A discussion of screening happened here, focusing on how to overlap skills necessary and preferred. The PFC agrees TH will sort out candidates that don't meet the minimum/preferred requirements and let them know they won't be moving forward in the process.

- F. Coordinate the interviewing process, development, etc. What role does the PFC want TH to play? PFC considers who would be asking questions. PFC wants her present in interviews. Agreed upon 1st screening be a virtual opportunity, followed by In-Person Interview and perhaps even a 3rd interview with Staff and Board with top 2 candidates.
- G. Candidate communication-YES
- H. Offer letter development, reference checks and On-Boarding-?
Offer letter help if necessary.
HC will send BSWCD job application to TH and PFC (TASK)
The PFC will divide reference checks before the offer letter is sent.
PFC and HC will complete "on-boarding" for new employee and determine the structure of that process together.

III. Timeline: PFC approves of a hard stop for accepting applications. Marcella Henkels (chair of PFC) will be out of town until 10/10/24 but is ok with committee evaluating the job description and sending approval to TH.

10/11/24-Job Description is reviewed and ready for posting

10/15/24-Job is advertised

10/31/24-Job Listing is CLOSED

11/4/24-11/8/24-look and review resumes

11/11/24-1st Round Screening Interviews (virtual)

11/18/24-Potential 2nd Interviews

11/25/24-11/29/24-Thanksgiving Break

First week of December: Meet and greet interviews between top 2 candidates and staff & Board. References can also be checked this week, with an offer possible by 12/9/24.

IV. Finalize DRAFT Executive Director Job Description (IN PACKET)

TH needs some guidance from the PFC on parameters for evaluation. IE: Do they have to have a professional conservation background or just avid interest? How does their education play into this? If they have leadership education and experience but low on conservation or SWCD experience, how important is this?

HC takes the edits to show the PFC's choices and will send to the PFC and Trudy tomorrow. (TASK)

V. Discuss/Finalize Executive Director pay range and non-wage benefits.

All ranges reported were reviewed. PFC agrees that the salary range should be between \$85,000 and \$115,000 salary per year, with keeping non-wage benefits the same as all other employees, except PTO, which will be left flexible to allow the PFC room to negotiate in hiring. HC will send this to TH tomorrow as well.

Meeting adjourned at 6:30pm.