



## MINUTES

### **Ad Hoc Employment Committee Meeting**

Thursday, Jan. 21 at 1:00 P.M.

James P. Coughlin Center, Oshkosh, WI

**Committee Members Present:** Al Buechel; Kim Holmes; Jose Martinez; Jack Meyers; Dale Walker and Margaret Winn

**Member Absent:** Dick Koeppen

**Others Present:** Paul Stelter and Stefanie Hayford

**Call to Order:** BOD Chair Ms. Winn called the meeting to order at 1:01 PM.

**Nominate and Elect a Chair (*Action Item*):** Ms. Winn nominated Mr. Buechel, second by Ms. Holmes. Closed by Mr. Meyers, second by Mr. Martinez. All were in favor and motion carried.

**Approval of Agenda: (*Action Item*):** Motion to approve Agenda first by Mr. Martinez, second by Mr. Meyers. All were in favor and motion carried.

**Approval of Minutes from 12/15/15 Meeting: (*Action Item*):** Motion to approve Minutes first by Mr. Meyers, second by Mr. Martinez. All were in favor and motion carried.

#### **Review Draft CEO Job Description:**

Mr. Stelter summarized the changes to the Committee and noted that it reflects recommendations made by the subcommittee members at the 12/15/15 meeting. It has more of a strategic focus. The Committee members made comments and suggestions which Mr. Stelter will incorporate and he will also check to see if a bachelor's degree is required under WIOA funding. The revised job description will go to the full Board of Directors for approval at the February 18<sup>th</sup> meeting.

#### **Review Draft Relocation Policy:**

Mr. Stelter gave an overview of the Relocation Policy. He prepared this policy to protect the Board should they need to relocate the selected candidate into the area. He is in the process of drafting the Relocation Agreement and noted that the current budget allows for about \$11K to be spent on relocation depending on the situation. Mr. Martinez raised the concern about the reasonableness of this Policy should the Board be audited. Mr. Stelter will run this pass Annette Meudt, our fiscal monitor with DWD to verify that it is a reasonable expense. Committee members made comments

and suggestions which Mr. Stelter will incorporate into the Policy and bring before the full Board of Directors for approval at the February 18<sup>th</sup> meeting.

### **Review Salary Information**

Mr. Stelter gave a summary and explanation of the CEO Salary Comparison sheet. The information was gathered from the 2015 GuideStar Compensation Report, The NonProfit Times, and the Wisconsin Workforce Board data from Form 990s. Committee members made comments and discussed the appropriate salary amount. Mr. Stelter suggested a range of \$85K to \$100K based on the data he presented today. He will get additional information on the maximum possible amount of healthcare costs based on our current health insurance rates. Mr. Buechel will look further into the current Federal Healthcare regulations to verify that the costs of healthcare can be considered in salary negotiations.

### **Review and Approve Interview Process (*Action Items*)**

- **Determine when to recruit** - Immediately
- **Finalize ad**- Mr. Stelter will draft the ad and e-mail to the Committee for comments and then post. The Committee discussed where to place ads and suggestions included: CareerBuilder.com; Monster.com; Indeed.com; Linked-in; Job Center of WI and the Wisconsin Civil Service website. Ms. Holmes will get contact info for that site.
- **Determine who will place ads and collect resumes** – Mr. Stelter
- **Determine which potential candidates should be interviewed** – Committee should see all of them.
- **Determine the type of interview (in person, by phone or video teleconference)** – To be decided later. It was noted that telephone interviews are effective for the first round depending on the number of candidates.
- **Determine date and location for interviews and administrative support to set up interviews with candidates**- To be determined later. Ms. Winn requested to be the alternate Board representative to this Committee and all were in favor. The Committee discussed the minimum and maximum number of members needed for the interview process and it was decided that the minimum is four and maximum is the full Committee. Everyone will be encouraged to participate in the final round. Mr. Stelter agreed to sit in on the interviews strictly to serve as a resource person. The Committee also discussed where to recruit and it was decided to initially focus within the state and if a suitable candidate is not found, the Committee will expand the search to the Mid-West.
- **Establish interview questions to be asked. (possibly assign each employee three questions)**- Mr. Buechel has the list of questions from last recruitment and will share with the Committee.
- **Determine the level of background and reference checks for final candidates**- The Committee agreed that criminal, educational, employment background checks need to be done. Ms. Holmes has a set of questions that they use for reference checks that she will share with the Committee.
- **If a second interview is required, determine the type of interview** –To be determined later.

- **If no candidate is acceptable to the committee, determine whether the committee will re-recruit for the position and if so what to change the second time-** Advertise to a larger audience.
- **If an acceptable candidate is found determine who would take the lead to negotiate salary, fringe, relocation expenses (if any) and start date-** To be determined later.

**Discuss Next Steps and Identify Committee Spokesperson for the 2/18/16 Board Meeting (*Action Item*):** Mr. Stelter will update the Job Description and the Relocation Policy for the BOD Meeting on 2/18/16. He will also note in his Monthly Report that this Committee has met and request that the readers share the application materials with their network of contacts who may be viable candidates. He will also update the ad based on the Committee recommendations today and send a revised copy to the members for review before it is posted. It was decided that as responses are received, they should be bundled up on Mondays and Thursdays and sent to the Committee Members to review. Ms. Winn Margaret will report to the Board on the Committee's progress to date. Based on everyone's availability, the Committee will meet again Feb 11<sup>th</sup> from 1:00 to 3:00pm to review applications.

**Adjournment:** The meeting was adjourned at 2:48 PM.