

Bartlett Regional Hospital

3260 Hospital Drive, Juneau, Alaska 99801

907.796.8900

www.bartletthospital.org

Agenda for CEO Recruitment Ad Hoc Committee

January 6, 2021, 2:00 – 3:00

Zoom meeting <https://bartletthospital.zoom.us/j/95860146090>

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVE AGENDA
- IV. PUBLIC PARTICIPATION
- V. APPROVAL OF MINUTES – [December 30, 2020](#) (Pg.2)
- VI. EXECUTIVE SESSION
 - A. Applicant update
 - B. Recruitment examination materials

Motion by xx, to recess into executive session to discuss matters that the immediate knowledge of which would defame or prejudice the character or reputation of any person, and to discuss recruitment examination materials that are confidential.
- VII. [REVIEW TIMELINE](#) (Pg.3)
- VIII. SET NEXT MEETING
- IX. ADJOURNMENT

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Minutes CEO RECRUITMENT COMMITTEE MEETING December 30, 2020 – 2:00 p.m. Zoom Videoconference

Called to order at 2:14 p.m., by Kenny Solomon-Gross

CEO Recruitment Committee and Board Members Present: Kenny Solomon-Gross, Mark Johnson, Rosemary Hagevig, Mila Cosgrove, Max Mertz, Wayne Stevens, Dr. Bob Urata, Lisa Petersen, Brenda Knapp, and Iola Young

Also Present: Michelle Hale, Dallas Hargrave, Loren Jones and Anita Moffitt

APPROVAL OF AGENDA — *MOTION* by Ms. Hagevig to approve the agenda as presented. Mr. Johnson seconded. Agenda approved.

PUBLIC PARTICIPATION – None

APPROVAL OF MINUTES - *MOTION* by Ms. Hagevig to approve the December 2, 2020 minutes as presented. Dr. Urata seconded. Minutes approved.

REVIEW PROCESS AND TIMEFRAME – Mr. Hargrave reported that we are on the week of December 28th and are at this point of reviewing resumes and Mr. Hargrave conducting initial phone interviews. We will work on developing the recruitment materials for the first formal interview during executive session today. The idea is that the process that we work on will be recommended by the committee to be forwarded on to the Board during the regular Board meeting if not before. Forwarding to the Board depends on when we want to conduct the first formal interviews. Mr. Solomon-Gross reminded everyone that this timeframe is a fluid chart and dates can be moved if needed.

EXECUTIVE SESSION – *Motion* by Mr. Wayne Stevens to recess into executive session to discuss matters that the immediate knowledge of which would defame or prejudice the character or reputation of any person, and to discuss recruitment examination materials that are confidential Mr. Johnson seconded. The committee entered executive session at 2:17 p.m. and returned to regular session at 2:58 p.m.

Mr. Solomon-Gross noted that week 7 is the week of January 4th. He identified 2:00 p.m. on Wednesday, January 6th as the next meeting date and time. He apologized for technical difficulties at the beginning of the meeting and welcomed Lisa Petersen to the committee.

Adjourned 3:00 p.m.

BRH CEO Recruitment Timeline (DRAFT)

	WHO	16-Nov	23-Nov	30-Nov	7-Dec	21-Dec	28-Dec	4-Jan	11-Jan	18-Jan	25-Jan	1-Feb	8-Feb	15-Feb	22-Feb	1-Mar	8-Mar	15-Mar	22-Mar	29-Mar	5-Apr	12-Apr	19-Apr	26-Apr	3-May	10-May
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Pre Recruitment Phase (2 weeks)																										
Subcommittee formation	SC																									
Board Review & Approval of Recruitment Plan	FB																									
Recruitment Phase (8 weeks)																										
Finalize Job Posting	SC																									
Advertise Position	Staff																									
Interact with Recruiters	Staff																									
Selection Criteria Phase (Ongoing)																										
Identify qualities needed in CEO	FB																									
Determine Initial Screen Criteria	SC																									
Develop Selection Process	FB																									
Draft onboarding plan	FB																									
Screening Phase (Ends 2 weeks beyond job closing)																										
Review Resumes	Staff																									
Conduct Initial Phone Interviews	Staff																									
Internet Search Process	Staff																									
Selection of Candidates for SC interviews	SC																									
First Full Interview	SC																									
Initial pre check	Staff																									
Choose Finalists	SC																									
Contact Finalists to verify interest	Staff																									
Selection Phase																										
Arrange for Candidate travel	Staff																									
Selection Process	FB																									
Board Deliberation	FB																									
Final Reference Check	Staff																									
Offer Phase																										
Negotiations with successful candidate	EC																									
Complete compliance checks	staff																									
Finalize onboard plan	EC																									
Onboarding Phase																										
Candidate Relocation Assistance	Staff																									
Candidate Start Date																										

- BOD Subcommittee (SC)
- Full Board (FB)
- Staff
- BOD Executive Committee (EC)
- New CEO



Revised 11/17/20