

# Bartlett Regional Hospital

3260 Hospital Drive, Juneau, Alaska 99801

907.796.8900

[www.bartletthospital.org](http://www.bartletthospital.org)

## Agenda for CEO Recruitment Ad Hoc Committee

January 13, 2021, 2:00 – 3:00

Zoom meeting <https://bartletthospital.zoom.us/j/98823245327>

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVE AGENDA**

**IV. PUBLIC PARTICIPATION**

**V. APPROVAL OF MINUTES**

**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 AND SET NEXT MEETING**

**VIII. ADJOURNMENT**

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**Minutes**  
**CEO RECRUITMENT COMMITTEE MEETING**  
**January 6, 2021 – 2:00 p.m.**  
**Zoom Videoconference**

**Called to order at 2:02 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, Lance Stevens, Iola Young and Hal Geiger

**Also Present:** Michelle Hale, Dallas Hargrave 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 30, 2020 minutes as presented. Dr. Urata seconded. Minutes approved.***

**EXECUTIVE SESSION – *MOTION by Ms. Hagevig 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 2:04 p.m. and returned to regular session at 3:06 p.m.

**REVIEW TIMEFRAME –** Mr. Hargrave provided an overview of the timeframe. Applications will be reviewed over the next two weeks. Recommendations to be made to the Board at the January 26<sup>th</sup> Board of Directors meeting to approve the first round of interviews for candidates. Discussion held about when interviews are to be held as Dr. Urata is unavailable to participate during the week of February 8<sup>th</sup>. It was agreed that if the Board approves, the first round of interviews will be scheduled to take place the first week of February. This will allow Dr. Urata to provide his valuable input, consistency in participation by all interviewers and will reduce the risk of losing good candidates by delaying interviews. CEO recruitment committee meetings will be held at 2:00pm on the following Wednesdays: January 13<sup>th</sup>, 20<sup>th</sup> and 27<sup>th</sup>. Applications will be reviewed and candidates identified for interview.

**NEXT MEETING – 2:00pm, Wednesday, January 13<sup>th</sup>, 2021**

**Adjourned 3:14 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
<b>Pre Recruitment Phase (2 weeks)</b>																										
Subcommittee formation	SC																									
Board Review & Approval of Recruitment Plan	FB																									
<b>Recruitment Phase (8 weeks)</b>																										
Finalize Job Posting	SC																									
Advertise Position	Staff																									
Interact with Recruiters	Staff																									
<b>Selection Criteria Phase (Ongoing)</b>																										
Identify qualities needed in CEO	FB																									
Determine Initial Screen Criteria	SC																									
Develop Selection Process	FB																									
Draft onboarding plan	FB																									
<b>Screening Phase (Ends 2 weeks beyond job closing)</b>																										
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																									
<b>Selection Phase</b>																										
Arrange for Candidate travel	Staff																									
Selection Process	FB																									
Board Deliberation	FB																									
Final Reference Check	Staff																									
<b>Offer Phase</b>																										
Negotiations with successful candidate	EC																									
Complete compliance checks	staff																									
Finalize onboard plan	EC																									
<b>Onboarding Phase</b>																										
Candidate Relocation Assistance	Staff																									
Candidate Start Date																										

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

Revised 11/17/20