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
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 26th 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 8th. 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 13th, 20th and 27th. Applications will be reviewed and candidates identified for interview.

NEXT MEETING – 2:00pm, Wednesday, January 13th, 2021

Adjourned 3:14 p.m.
## BRH CEO Recruitment Timeline (DRAFT)

**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

**Onboarding Phase**
- Candidate Relocation Assistance: Staff
- Candidate Start Date

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

Revised 11/17/20