

Bartlett Regional Hospital

3260 Hospital Drive, Juneau, Alaska 99801

907.796.8900

www.bartletthospital.org

Agenda for CEO Recruitment Ad Hoc Committee

January 27, 2021, 2:00 – 4:00

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 – January 20, 2021 (Page2)

VI. EXECUTIVE SESSION

A. Applicant update and discussion

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 (Page3)

VIII. ADJOURNMENT

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Minutes
CEO RECRUITMENT COMMITTEE MEETING
January 20, 2021 – 2:02 p.m.
Zoom Videoconference

Called to order at 2:05 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, Deb Johnston, 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 January 13, 2021 minutes as presented. Mr. Johnson 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 Ms. Cosgrove seconded. The committee entered executive session at 2:06p.m.and returned to regular session at 3:08 p.m.

REVIEW TIMEFRAME – Mr. Hargrave provided an overview of the timeframe. The week of January 25th, recommendations will be presented to the Board during the executive session of the January 26th Board of Directors meeting to approve selection process so that the committee can move forward with the first round of interviews. Candidates will be selected and interviews scheduled to take place the week of February 1st.

NEXT MEETING – 2:00pm, Wednesday, January 27th, 2021

COMMENTS – Ms. Hale expressed appreciation for the work being done. Mr. Solomon-Gross thanked everyone for their hard work.

Adjourned 3:11 p.m.

BRH CEO Recruitment Timeline

	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 01/05/20