



Minutes

ED Search Committee

📅 Wed June 3rd, 2020

🕒 8:30am - 9:30am EDT

👤 In Attendance

Thom Delilla, Janet Good, Eddie Hall, Whitney Harris, Julie Kates, Elizabeth Moya, Brian Nerland, Eric Reed, Paul Tobin

I. Opening

a. **Verbal Authorization to Begin Recording**

No member presented an issue with being recorded.

b. **Call to Order**

Mr. Paul Tobin called the meeting to order on June 3rd, 2020 and 8:30am.

c. **Roll Call**

Mr. Eric Reed conducted a roll call.

Members Present: Ms. Janet Good, Mr. Eddie Hall, Ms. Elizabeth Moya, Mr. Brian Nerland, Mr. Thom Delilla, Mr. Paul Tobin

Members Not Present: Ms. Liz Loht, Ms. Monica Russell

Staff Present: Mr. Eric Reed, Ms. Whitney Harris

d. **Establishment of Quorum**

A quorum was established.

II. Approval of Agenda

The agenda is approved as presented.

Decision: Mr. Thom Delilla made the motion to approve the agenda.

Decision: Ms. Elizabeth Moya seconded the motion to approve the agenda.

a. **Category: Standing Item**

b. **Attachments:**

c. **Public Comment on any Agenda Item**

none

d. **Modifications to Agenda**

none

1. **The Committee will hear any modifications to the agenda under Agenda Item X.**
2. **You might need to change Agenda item number, depending on additional items. (Remove statement before posting agenda.)**

e. **ACTION NEEDED**

III. **Approval of Minutes**

This was the first meeting for this committee. There are no minutes.

a. **Category: Standing Item**

1. **This is the first meeting of the committee, no minutes are presented**

b. **Attachments:**

c. **No Action Needed**

IV. **Job Description Review and Discussion**

Mr. Tobin presented the last signed contract from the previous Executive Director to the committee and opened the floor for discussion on each item.

item #3: Mr. Tobin wants to keep in mind that FFAST is in the middle of Strategic Planning,

Item #5: Ms. Good would like input from DVR. Ms. Julie Kates explains that DVR is continuing to look in to fundraising and adds that the language of this item is not correct. The Committee would like to rewrite this item completely and add "Effectively Managing Resources"

Item G: replace the word Strategy with Action Plan.

Mr. Brian Nerland mentions the Montana Executive Director job description. It includes engaging with culturally diverse stakeholders, program beneficiaries and staff. He adds that this may be the people FFAST is looking for.

Evaluations: Mr. Tobin suggests adopting a 360 approach to the evaluation process and also allow staff to be involved. Ms. Kates points out that the problem stems from not having well put together Personnel Manual.

Ms. Kates explains DVR's role with FFAST. The finance manual is being reviewed by DVR.

Mr. Tobin states, If the committee will allow me, I'm going to try to kind of thread that needle between incorporated completely by reference, which somebody has to go to a separate document.

Ms. Whitney Harris suggests using "managing the delivery of AT act services" instead of Service Delivery Model. she also states, I also just want to make sure there's one statement in the job description that says, The Council will review annually and approved the Strategic or Business Plan of the alliance as submitted by the Executive Director.

a. **Purpose/Statement**

1. **This agenda item is to review the current ED job description and to make edits, changes and additions prior to submitting to DOE for approval**

b. **ACTION NEEDED**

1. **Approve draft job description**

Mr. Tobin suggests not approving the job description right now.

V. **ED Experience Survey Discussion**

Mr. Tobin reviewed the Draft Executive Director survey with committee.

Mr. Tobin would like to add Successful Grants and Contract Administration.

Mr. Nerland adds, Demonstrated history of volunteerism.

Mr. Delilla adds, Experience working with unserved populations in rural areas.

Mr. Tobin would like to table this discussion until the job description is finalized

a. **Purpose/Statement**

1. **Review and edit, change, make additions to the ED experience survey**
2. **Determine list of stakeholders who should receive the survey**

b. **ACTION NEEDED OR No Action Needed**

1. **Approve final survey**

Decision: The committee tabled a vote on the survey

VI. **Review Montana Job Posting**

Example of a prior executive director job posting at the Montana AT program.

Mr. Tobin asks all committee members to review the Montana job description on their own.

a. **Attachments**

b. **Purpose/Statement**

1. **Example of a prior executive director job posting at the Montana AT program.**

c. **No Action Needed**

VII. **Task Report**

No task report for this committee.

a. **Category: Standing Item**

1. **This is the first meeting so no Task's have been assigned**

b. **Attachments**

1. **Task Report**

- c. **Purpose/Statement**

1. **This agenda item is to inform the Committee of actions taken to complete items on the Task Report.**

- d. **No Action Needed**

VIII. **Agenda Modifications**

none

- a. **From Agenda V a.**

1. **You might need to change Agenda item number, depending on additional items. (Remove statement before posting agenda.)**

IX. **Closing**

- a. **Last Call for Public Comment**

- b. **Next Meeting**

1. **Date and Time**

MONTH DAY, YEAR TIME AM/PM

June 9th 2020 at 9:00am

2. **GoToMeeting Information**

Link

3. **Toll-free number and Access Code**

(Toll Free): 1 877 XXX XXXX

Access Code: XXX-XXX-XXX

- c. **Adjourn**

Mr. Tobin adjourn the meeting.