



EXECUTIVE DIRECTOR SEARCH COMMITTEE

Thursday, October 6, 2022 at 5:30 p.m.

Remote Participation via Zoom¹

<https://us02web.zoom.us/j/82450215749?pwd=Snkzc2t6OWhqV3JpMmNKOXFkWW1XUT09>

Dial in via phone: +1-929-205-6099 | Meeting ID: 824 5021 5749 | Passcode: 758176

Download the app at least 5 minutes before the meeting starts: <https://zoom.us/download>.

Note: This meeting is remote only; no physical location will be provided.

Persons with disabilities who require assistance or alternate arrangements to participate in programs or activities are encouraged to contact Nancy Chartrand at 802-229-0389 or chartrand@cvregion.com at least 3 business days prior to the meeting for which services are requested.

Page **AGENDA**

5:30² Adjustments to the Agenda

Public Comment

2 **5:35 Minutes** (enclosed)³

5:40 Executive Director Search³

- 3
 - Finalize job description
- 7
 - Finalize job advertisement
 - Review position profile
- 8
 - Search process

6:25 Next Meeting

Set date and draft agenda.

6:30 Adjourn

Next Meeting: TBD

¹ Dial-in telephone numbers are “Toll” numbers. Fees may be charged to the person calling in dependent on their phone service.

² All times are approximate unless otherwise advertised

³ Anticipated action item.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Executive Director Search Committee

DRAFT MINUTES

October 3, 2022 Meeting

Present:

Executive Director Search Committee: Robert Wernecke, Dara Torre, Laura Hill-Eubanks, Peter Carbee, Steve Lotspeich, Lee Cattaneo (alternate), Janet Shatney (alternate)

Executive Committee: Laura Hill-Eubanks, Peter Carbee, Steve Lotspeich, Lee Cattaneo, Jerry D'Amico, Janet Shatney, Michael Gray

Staff: Bonnie Waninger, Nancy Chartrand, Christian Meyer

Guests: Ron Krauth (Middlesex Rep), Anita Krauth, Amy Hornblas (Cabot Rep)

Call to Order

Executive Committee Chair Lotspeich called the meetings to order at 4:08 pm as a joint meeting of Executive Committee and Executive Director Search Committee.

Adjustments to the Agenda

None.

Public Comment

Amy Hornblas read a prepared document related to masking at the organization. Anita and Ron Krauth also spoke to the masking issue. Jerry D'Amico asked if Anita would consider sharing her thoughts in writing.

Executive Director Search

Executive Committee Chair Lotspeich provided an overview of the items as part of the combined agenda with the Executive Director Search Committee. B. Waninger shared screens of the draft job description and job advertisement that were prepared by committee members for tonight's meeting and discussion ensued with a plan to continue work on the drafts before being finalized by the Executive Director Search Committee. There was discussion related to the creation of an initial position profile to aid in recruitment. The Committees requested that Waninger prepare a basic draft of such a document for review. Discussion also ensued related to an exit interview process. It was concluded that one should be conducted; a final process will be determined at the next Executive Director Search Committee meeting planned for Thursday, October 6th at 5:30 pm.

Adjourn

Executive Director Search Committee concluded their portion of the meeting at 5:20 pm.

Respectfully submitted,

Nancy Chartrand, Office Manager

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

EXECUTIVE DIRECTOR

Job Description

FLSA Status: ☒ Exempt ☐ Non-Exempt ☒ Full-time ☐ Part-time
 Reports To: Executive Committee

SUMMARY

The Executive Director provides overall leadership and management of the organization's activities and builds relationships with member municipalities, community stakeholders, government agencies, and the legislature to achieve regional goals.

It is the responsibility of the Executive Director to assist the Board with policy and program development and implementation; to train, guide, and evaluate staff and to represent staff interests before the Board; and to act as the Commission's principal representative. The Executive Director also has professional planning and production obligations in addition to management and leadership responsibilities.

The Executive Director takes direction from, and is responsible to, the Board of Commissioners and the Commission's Executive Committee.

DUTIES AND RESPONSIBILITIES**Organizational Leadership**

- Identify unmet regional needs and conceptualize strategies to accomplish the organization's goals.
- Inform the Executive Committee and Board of Commissioners on the activities and condition of the organization.
- Provide support to Commission members as they establish organizational priorities, and provide recommendations on organizational policies and bylaw updates.
- Assess trends, introduce new ideas, and manage change within the organization while evidencing a commitment to overarching concerns such as social equity, climate change, and community sustainability and resilience.
- Implement and encourage diversity, equity, inclusiveness, and belonging in the organization and the planning process.

Program Management

- Oversee the development, updating and implementation of the Regional Plan
- Manage programs and services.
- Evaluate planning-related legislation and its applicability to projects and contracts.
- Oversee applications for and administration of grants and contracts.
- Oversee contracts with entities and/or individuals performing services for the organization.
- Ensure timeliness and quality of project and contract reports and deliverables.

Commented [BW1]: Recommend condensing these to essential functions/duties. Essential duties are critical to the performance of a position and where the individual spends (or should spend) the bulk of their time.

Example:

- Provides organizational leadership to support the Board of Commissioners in establishing policy, setting priorities, and updating bylaws.
- Manages services and resources to achieve organizational priorities.
- Develops and maintains effective relationships with member municipalities, regional organizations, State and Federal agencies, the Vermont General Assembly, and the Governor's office.
- Leads and manages organizational change while evidencing a commitment to...
- Designs, implements, and manages an annual work program and budget.
- Etc.

Commented [BW2]: Development of new programs and services is an essential duty of an Executive Director.

Human Resources

- Manage human resources, including preparation of position descriptions, assignment of responsibilities, and recruitment, employment, development, evaluation, and release of staff candidate searches, hiring, firing, staff retention, and annual performance evaluation.
- Supervise the staff of the organization, either directly or indirectly through senior staff.
- Administer benefit programs.
- Ensure on-going training and development for ~~staff and~~ Commissioners.
- Develop and maintain a positive work environment.

Budgeting and Finance

- Design, implement and manage an annual work program and budget that focuses organizational resources to serve the region's municipalities and residents.
- Manage preparation of financial reports to the Executive Committee ~~and Commission.~~

Relationships and Advocacy

- Develop and maintain effective relationships with member municipalities, other regional commissions and organizations, State agencies, the Vermont General Assembly, and the Governor's office.
- Communicate effectively with the media and public.

SKILLS, ABILITIES, & KNOWLEDGE

- Effective leadership, appropriate to all levels of staff, Commission, government entities, and public.
- Proven management skills and ability to manage day-to-day operations.
- Ability to present ideas and findings, both written and orally, clearly and concisely.
- Ability to establish and maintain effective working relationships with a wide variety~~diversity~~ of individuals and groups.
- In-depth knowledge of public governance processes and managerial best practices.
- Proven grant-writing skills.
- Knowledge of the theory, principles, and techniques of the planning profession and development process.
- Knowledge of the principles of budgeting and finance.
- Knowledge of the federal, state, and local laws, ordinances, and codes pertaining to a wide variety of planning topics, including local land use, Act 250 and Section 248 development review, and transportation planning.
- Knowledge of principles of personnel management, including supervision, training, and performance evaluation.
- Strategic thinking and analytical skills.
- Strong problem-solving and negotiation skills.
- Knowledge of computer applications, including Microsoft Office, Internet applications, and use of GIS as a planning tool.

Commented [BW3]: Recommend removing this. The staff writes grants; the ED may oversee grant writing or write a grant, but it is not a required skill.

Commented [BW4]: Recommend removing this. This is the GIS Manager's role.

PREFERRED QUALIFICATIONS

- Proven expertise as an Executive Director or in leadership or managerial positions. Master's Degree in planning, public administration or closely related fields with 10 years of progressively responsible

planning and management experience preferred. A Bachelor's Degree and 12 years of experience may be substituted for a Master's Degree.

- Five years of experience in supervisory roles preferred.
- Experience in developing strategies and plans.
- Demonstrated ability to work with people, information, and agencies in problem solving and program development is essential.
- Direct experience with budget formulation and management.

PHYSICAL AND MENTAL DEMANDS

- Must be able to abruptly switch focus several times an hour to address frequently changing priorities.
- Requires the ability to prioritize multiple pressing issues and make presentations to the Board of Commissioners and the public that distill technical information into concepts and terms that are succinct and easily understood by them.
- Demonstrated ability to handle stressful conditions that include competing priorities, multiple constituents, and tight deadlines.

WORK ENVIRONMENT/CONDITIONS

- Duties are primarily indoors in an office setting.
- Work will be required throughout the region.
- Attendance at evening meetings and occasional weekend meetings is required and may include limited field work.
- The employee must be flexible in their scheduling and have their own means of transportation.
- Must be a U.S. citizen or lawfully authorized to work in the United States.

DISCLAIMERS

The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.

This job description is neither an employment contract nor a promise of work for any specific length of time.

EQUAL EMPLOYMENT OPPORTUNITY

The Central Vermont Regional Planning Commission is an Equal Employment Opportunity employer. Employees must be committed to working effectively with diverse community populations and are expected to strengthen such capacity.

SIGNATURES

Employee Acknowledgement

I have received and understand the requirements, essential functions, and duties of this position.

Employee Signature

Date

1
2
3
4
5

Approvals

Supervisor Signature

Date



EXECUTIVE DIRECTOR

Montpelier, VT - The Central Vermont Regional Planning Commission (CVRPC) seeks an innovative and dynamic Executive Director with demonstrated management and collaborative leadership abilities. The Executive Director will ensure that the CVRPC advances its core mission while positioning the organization to take advantage of new opportunities that benefit the region.

The CVRPC serves ~~twenty three~~ 23 towns-municipalities in Washington and Orange Counties ~~in central Vermont~~, working on behalf of those municipalities to build strong, resilient communities, ~~to~~ foster economic prosperity, and ~~to~~ promote a high quality of life ~~for all residents of the region~~ in an equitable and sustainable manner. ~~CVRPC This mission is accomplished~~ through direct planning and community development assistance to town-and-village-municipal governments and, preparation and implementation of plans and special studies, and by developing working relationships with local and regional organizations and state and federal agencies. The CVRPC works cooperatively with ~~municipalities~~ local governments to advance regional cohesiveness, ~~advocates for adherence to adopted regional policies~~, and facilitates effective communication among between local, state, and federal all levels of government.

COMPENSATION AND HOW TO APPLY

The salary range for the position is \$90,000 - \$120,000 depending on qualifications with a generous benefit package. To apply, email a cover letter, resume, and contact information for at least three (3) professional references to director@cvregion.com by November, 15 2022 -Additional information is available at (*attach link to Job Description*).

~~The CVRPC is an Equal Employment Opportunity and Affirmative Action Employer and looks forward to an inclusive hiring process. It encourages a broad range of applicants, including candidates from diverse backgrounds, cultures, and life experiences. CVRPC offers equal opportunity for all employees and maintains a drug-free workplace. CVRPC seeks and encourages applications from people with varied perspectives and experiences. Candidates must be committed to working effectively with diverse community populations and will be expected to strengthen such capacity if hired.~~

Commented [BW1]: Recommend striking this language to focus on describing the largest roles of the organization. Adherence to adopted regional policies is less than 1% of CVRPC's role.

Commented [BW2]: Recommend striking EEO and AAE as named, capitalized items. They project that CVRPC seeks women and minority candidates because the law requires us to, not because we value diversity.

Commented [BW3]: Required language due to federal grants.



MEMO

Date: September 22, 2022
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: 2015 Search Process

The following summary of the 2015 Executive Director search process was culled from meeting minutes and a conversation with former CVRPC Commissioner Julie Potter.

For the 2015 Executive Director search, the Director provided a six month notice regarding her retirement. The Search Committee consisted of Executive Committee members Robert Wernecke, Julie Potter, and David Strong. The Executive Director served as an ex officio member of the Search Committee.

Job Description and Advertisement

The job description and job advertisement were developed by Julie Potter, a member of the Executive Committee, and reviewed by the full Executive Committee.

The job advertisement was placed on CVRPC's website, on the VT Planning Association listserve, on the Northern New England Chapter of the American Planning Association job board, on the American Planning Association job board, and in the VT League of Cities and Towns newsletter.

Hiring Process

The hiring process included:

- A three-person Search Committee consisting of Executive Committee members. The Search Committee developed a list of interview questions, reviewed applications, and screened for qualified candidates with the assistance of the Executive Director.
- Candidates were requested to provide a cover letter, salary expectations, resume, and references. Applications were received via mail or sent to a staff email address. The staff member forwarded applications to the Search Committee and Executive Director. Paper applications of the most promising candidates were provided to the full Executive Committee upon its request. Each application was scored. The top three candidates were selected for the

initial interview. The scoring criteria included education and familiarity with the area. Three candidates were selected for initial interviews, and another eight were identified for potential interviews.

- Candidates were interviewed by the Search Committee for the first interview. The Executive Director did not participate in candidate interviews. The Search Committee recommended the finalists to the Executive Committee members. The top candidate then was interviewed by the Executive Committee. (a second candidate for interview withdrew their application prior to the interview)
- Staff was provided the opportunity to ask the finalist questions and to provide input to the Executive Committee.
- The Board authorized the Executive Committee to choose the candidate to hasten the hiring process. The meeting minutes stated that the Board believed the Committee had the best idea of the quality of the candidates and could make the best choice for the Commission.
- The Executive Committee chose the candidate, determined final wages and benefits, and made the job offer.

All records related to the search process, including the job description as advertised, job advertisements, advertisement distribution list, application requirements, candidate submissions, interview questions and any notes taken, and job offer with final disposition (accepted/declined) are required to be retained in CVRPC's personnel files. Those files are locked with access limited to the Executive Director and Office Manager.