



EXECUTIVE DIRECTOR SEARCH COMMITTEE

Thursday, October 13, 2022 at 5:30 p.m.

Remote Participation via Zoom¹

<https://us06web.zoom.us/j/88378578545?pwd=THhsYWwhKRmxETkkzQTJuVzBKMXZVQT09>

Dial in via phone: +1-646 931 3860 | Meeting ID: 883 7857 8545 | Passcode: 891953

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

4 **5:40 Executive Director Search Process³**

- Hiring process timeline
- Review of applicant resumes and process for creating a shortlist of candidates
- Interview process including drafting questions to ask candidates

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:

<input checked="" type="checkbox"/> Steve Lotspeich	<input checked="" type="checkbox"/> Laura Hill-Eubanks	<input checked="" type="checkbox"/> Peter Carbee
<input checked="" type="checkbox"/> Robert Wernecke	<input checked="" type="checkbox"/> Dara Torre	<input type="checkbox"/> Lee Cattaneo (alternate)
		<input type="checkbox"/> Janet Shatney (alternate)

Staff: Bonnie Waninger

Guests: None

Call to Order

S. Lotspeich called the meeting to order at 5:32 pm.

Adjustments to the Agenda

B. Waninger recommended that the Committee elect officers.

Elections

L. Hill-Eubanks nominated S. Lotspeich as Committee Chair and D. Torre as Vice Chair; R. Wernecke seconded. Lotspeich and Torre accepted the nominations. Motion carried.

Public Comment

None.

Minutes

P. Carbee moved to approve the October 3, 2022 minutes as presented; R. Wernecke seconded. Motion carried.

Executive Director Search

Finalize Job Description: S. Lotspeich noted he had distributed changes prior to the meeting. Waninger shared those changes via the screen. The Committee reviewed the changes and made additional changes. The Committee requested that Waninger condense the essential job duties and send the final description to the Committee.

Finalize Job Advertisement: The Committee made edits to the job advertisement and requested Waninger finalize it and send it to the Committee. The Committee requested staff advertise the position on Tuesday and post the ad and job description to the CVRPC website. Staff will establish a separate email address for Executive Director applications and provide the password to the Chair and Vice Chair. The Chair and Vice Chair will download applications for distribution to Committee members.

Review Position Profile: The profile was struck as Waninger did not have sufficient time to draft it.

1 Search Process: The Committee discussed ideas for the search process.

2
3 The Committee asked Waninger who would be staffing the Committee into the future. Waninger noted
4 that staff were at capacity. She recommended the Committee develop its own agendas and minutes
5 and send those files to the Office Manager for posting. Lotspeich said the Committee could use the
6 Town of Waterbury's Zoom account for meetings and interviews. He will include meeting access
7 information on agendas.
8

9 **Next Meeting**

10 The Committee set its next meeting for October 13, 2022 at 5:30 pm. Lotspeich and Torre will develop
11 the agenda.
12

13 **Adjourn**

14 *R. Wernecke moved to adjourn at 6:46 pm; P. Carbee seconded. Motion carried.*
15

16 Respectfully submitted,
17 Bonnie Waninger, Executive Director



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 23 municipalities in Washington and Orange Counties, working on their behalf to build strong and resilient communities, foster economic prosperity, and promote a high quality of life in an equitable and sustainable manner. The CVRPC accomplishes this through planning and community development assistance to 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 to advance regional cohesiveness and facilitate effective communication among all levels of government.

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 and resume to director@cvregion.com by November 9, 2022. Additional information is available at <https://centralvtplanning.org/news/job-postings/>.

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.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
EXECUTIVE DIRECTOR
Job Description

FLSA Status: Exempt

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. The Executive Director assists the Board with policy and program development and implementation; trains, guides, and evaluates staff and represents staff interests before the Board; and acts as the Commission's principal representative. The Executive Director may have professional planning and production obligations.

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

DUTIES AND RESPONSIBILITIES

- Provide organizational leadership to support the Board of Commissioners and the Executive Committee in establishing policy, setting priorities, and updating bylaws.
- Manage services and resources to achieve organizational priorities.
- Develop and maintain effective relationships with member municipalities, regional organizations, State and Federal agencies, the Vermont General Assembly, the Governor's office, and the public.
- Manage human resources, including preparation of position descriptions, assignment of responsibilities, and recruitment, employment, development, evaluation, and release of staff; supervise the staff of the organization, either directly or indirectly through senior staff.
- Design, implement, and manage an annual work program and budget; manage preparation of monthly and annual reports of Commission activities, income and expenditures.
- Develop or review, and oversee contractual and grant agreements entered into by the Commission, in accordance with federal and state requirements.
- Assess trends and legislation, 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.
- Encourage and implement diversity, equity, inclusiveness, and belonging in the organization and the planning process.
- Attend professional meetings and conferences as time and financial resources permit.

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 variety of individuals and groups.
- In-depth knowledge of public governance processes and managerial best practices.
- Ability to prepare, administer, and implement adopted policies and objectives, complex projects, plans and grant programs.
- Strategic thinking and analytical skills.
- Strong problem-solving and negotiation skills.
- Knowledge of the theory, principles, and techniques of the planning profession and development process.
- Knowledge of federal, state, and local laws, ordinances, and codes pertaining to planning topics.
- Knowledge of principles of personnel management, including supervision, training, and performance evaluation.
- Knowledge of the principles of budgeting and finance.
- Knowledge of computer applications, including Microsoft Office, Internet applications, and GIS as a planning tool.

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.
- Ability to supervise staff and support staff effectively.

WORK ENVIRONMENT/CONDITIONS

- Duties are primarily indoors in an office setting; may include limited field work.
- Work will be required throughout the region with occasional meetings and events in other locations.
- Attendance at evening meetings and occasional weekend meetings or events is required.
- 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 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.