



EXECUTIVE DIRECTOR SEARCH COMMITTEE

November 3, 2022 at 5:30 p.m.

Remote Participation via Zoom¹

(New Zoom link & phone numbers)

<https://us06web.zoom.us/j/84139058861?pwd=WDJweHU1Z3A1eDRadzRHVWZNUZOdz09>

Dial in via phone: +1-646 931 3860 | Meeting ID: 841 3905 8861 | Passcode: 852088

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 Search Process³

- Update on hiring process timeline
- Review of applicant resumes and criteria 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.

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Director Search Committee**
3 **DRAFT MINUTES**
4 **October 26, 2022 Meeting**

5
6 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) |

7 Staff: None

8 Guests: None

9
10 **Call to Order**

11 S. Lotspeich called the meeting to order at 5:05 pm.

12 Dara Torre left the meeting at 5:45 pm.

13
14 **Adjustments to the Agenda**

15 None.

16
17 **Public Comment**

18 None.

19
20 **Minutes**

21 *D. Torre moved to approve the October 13, 2022 minutes as presented; R. Wernecke seconded. Motion*
22 *carried.*

23
24 **Executive Director Search**

- 25 • Update on hiring process timeline
26 Committee will review applicant submissions in a future meeting, the date to be agreed
27 upon at next week's committee meeting.
- 28 • Review of applicant resumes and criteria for creating a shortlist of candidates
29 Committee agreed on process and criteria that will be used to rate applications.
- 30 • Interview process including drafting questions to ask candidates
31 Committee members will review a list of questions for applicant interviews and decide
32 on final list of questions at their next meeting.

33
34 **Next Meeting**

35 The Committee set its next meeting for November 3, 2022 at 5:30 pm.

36
37 **Adjourn**

38 *R. Wernecke moved to adjourn at 5:52 pm; P. Carbee seconded. Motion carried.*

39
40 Respectfully submitted,

41 Laura Hill-Eubanks, CVRPC Commissioner