



JOINT EXECUTIVE AND AD-HOC SEARCH COMMITTEE
NOTICE/AGENDA

Posted at www.scdd.ca.gov

DATE: Tuesday, August 13, 2013
TIME: 1:00 p.m. – 5:00 p.m.
LOCATION: DoubleTree by Hilton Sacramento
2001 Point West Way
Sacramento, CA 95815
916-929-8855

Pursuant to Government code Sections 11123.1 and 11125(f), individuals with disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in this meeting should contact Robin Maitino at (916) 322-8481 or email Robin.Maitino@scdd.ca.gov. Requests must be received by 5:00 pm August 7, 2013.

AGENDA

1. **CALL TO ORDER** J. Allen/J. Aguilar
2. **ESTABLISHMENT OF QUORUM** J. Allen/J. Aguilar
3. **WELCOME/INTRODUCTIONS** J. Allen/J. Aguilar
4. **PUBLIC COMMENTS**
*This item is for members of the public only to provide an opportunity to comments and/or present information to the Committee on matters **not** on the agenda. Each person will be afforded up to three minutes to speak. Written requests, if any, will be considered first. The Committee will provide a public comment period, not to exceed a total of seven minutes, for public comment prior to action on each agenda item.*
5. **APPROVAL OF JULY 2013 MINUTES** J. Allen
6. **EXECUTIVE DIRECTOR RECRUITMENT PROCESS PRESENTATION** J. Aguilar/P. Derby

- 7. CLOSED SESSION – SCDD EXECUTIVE DIRECTOR RECRUITMENT EFFORT**
Pursuant to Government Code 11126 (a) (1) the committee will have a closed session to consider the appointment, employment, evaluation of performance of a public employee. J. Aguilar
- 8. RECONVENE - OPEN SESSION** J. Aguilar
Announcement of any action taken during closed session.
- 9. NEXT MEETING/ADJOURNMENT** J. Allen/J. Aguilar



DRAFT

**Joint Executive and Ad-Hoc Search Committee
Tuesday, July 16, 2013**

Members Present

Jennifer Allen (Exec)
Jorge Aguilar (Exec & Ad-Hoc)
Kecia Weller (Exec)
Ray Ceragioli (Exec)
Molly Kennedy (Exec)
Olivia Raynor (Exec)
Janelle Lewis (Exec)
Sascha Bittner (Ad-Hoc)
Ted Martens (Ad-Hoc)
Bill Moore (Ad-Hoc)
Kyle Minnis (Ad-Hoc)
Stacey McQueen (Ad-Hoc)
Lisa Davidson (Ad-Hoc phone)

Members Absent

Robin Hansen (Ad-Hoc)
Kashe Rowland-Smith (Ad-Hoc)

Others Attending

Pam Derby, CPS Human Resources
Robert Jacobs
Szandra Keszthelyi

1. CALL TO ORDER

Jennifer Allen, Chairperson of the Executive Committee called the meeting to order at 9:15 a.m.

2. ESTABLISHMENT OF QUORUM

A quorum was established.

3. WELCOME AND INTRODUCTIONS

Jennifer Allen welcomed everyone to the joint Executive & Ad-Hoc Search Committee meeting.

4. PUBLIC COMMENT

There were no public comments.

5. ACTION/DISCUSSION ITEMS

Jorge Aguilar explained that the Executive Director position was posted on; National Association of Councils on Developmental Disabilities - Email blast to membership, Association of University Centers on Disabilities, National Disability Rights Network, The Arc of California, The ARC, ExecSearches.com, PublicServiceCareers.org and American

Public Human Services Association. In addition, the brochure was personally e-mailed by CPS and/or sent hard copy to over 200 current EDs in similar roles around the country. Follow-up calls were placed by CPS to those in larger states most comparable to California. To date we have received 22 resumes.

Pam Derby explained that she spoke with a contact at the Department of Developmental Services (DDS) about the candidates. Ms. Derby explained that this conversation with her contact at DDS was not an official conversation but rather a quick conversation asking for advice on screening and giving background. The DDS contact did not express an opinion on the candidates. Mr. Aguilar explained to Ms. Derby that the committee's expression of concern is based on the desire to keep this process confidential. Molly Kennedy expressed that she was unhappy that CPS was three weeks late putting together the Executive Director brochure and that she was frustrated with the process.

Ms. Kennedy asked why online surveys were never set up. Ms. Derby stated that she called councilmembers instead. She stated that CPS staff had also called some SCDD staff. Ms. Kennedy asked who was called. Ms. Derby stated that she did not have the list of names with her. Ms. Raynor expressed that she was disappointed that CPS was so unprepared at today's meeting. Ted Martens reminded the committee that the goal today was to find the most qualified Executive Director and that it was time to move forward and listen to Ms. Derby's presentation. Mr. Aguilar also expressed that looking for a successful candidate is the ultimate goal.

Lisa Davidson explained that processes are never perfect. She agreed with Mr. Martens that the committee needs to move forward. Ms. Davidson asked if the 5 candidates that the committee was reviewing today had already been interviewed. Ms. Derby explained that a few had been prescreened and some had been interviewed. Mr. Ceragioli asked if she had objectives guidelines before screening the candidates. Ms. Derby explained that the Ad-Hoc Search Committee had developed minimum qualifications that were provided to her.

At the request of committee members Mr. Aguilar asked that Ms. Derby step out of the room. Various committee members expressed disappointment that Ms. Derby had not brought all the applications, even the ones that did not meet the minimum qualifications, for the committee to look at. Ms. Raynor also expressed that she was displeased and Ms. Derby should have brought each application and given us a summary of why they did not meet the minimum qualifications. After various members discussed frustrations and need to move forward it was decided to focus on the information and presentation that Ms. Derby was bringing forward and await a fax from Ms Derby's office to review all the resumes, this fax was being sent and would be overviewed by Ms. Derby during closed session.

6. **CLOSED SESSION**

7. **RECONVENE IN OPEN SESSION**

There are 5 of the 22 applicants that have met the quantitative qualifications which is why they are going forward and being discussed today. Ms. Derby explained that the salary has been a barrier for some applicants.

The 5 candidates were then discussed. Ms. Derby explained that she would email the committee her interview notes on all 5 candidates.

It was moved/seconded (Raynor/Ceragioli) and carried to recommend the committee vote one by one to advance candidates forward for interview.

It was moved/seconded (Martens/Minnis) and carried to recommend candidate #1 to the next step of the interview process.
Oppose: Raynor, Kennedy, Ceragioli, and Bittner

It was moved/seconded (Minnis/Martens) and carried to recommend candidate #2 to the next step of the interview process.
Oppose: Ceragioli and Weller

It was moved/seconded (Martens/Clift) and carried to recommend candidate #3 to the next step of the interview process.

Oppose: Allen, Aguilar, Ceragioli, Kennedy, Raynor, Lewis, Weller, Bittner, Davidson, McQueen, Minnis, Davidson and Moore. **MOTION DID NOT CARRY – Candidate #3 will not move forward**

It was moved/seconded (Martens/Bittner) and carried to recommend candidate #4 to the next step of the interview process.

Oppose: Kennedy, Lewis, Ceragioli, Weller, and Allen
Abstain: Raynor and Aguilar

It was moved/seconded (Kennedy/Minnis) and carried NOT to recommend candidate #5 to the next step of the interview process.

Oppose: Martens, Clift, Davidson and Bittner (Candidate #5 will not move forward)

It was moved/seconded (Kennedy/Weller) and carried to recommend candidate #6 to the next step of the interview process.

Ms. Derby's office faxed the hotel the resumes of the applicants that did not meet the minimum qualifications and were not selected for the first round of interviews. The committee went through each, and one application was pulled to move forward to the next step of the interview process.

8. ADJOURNMENT

Mr. Aguilar suggested that the August Executive Committee meeting be a joint meeting. By this meeting Ms. Derby will have moved forward with the next step of the interview process on candidates #1, 2, 4 & 6. She will also need to bring the resume of everyone else that has applied after July 16th for the joint committees to review/discuss.

Mr. Aguilar reminded the committee that background and reference checks will be conducted on the final candidates.

It was moved/seconded (Aguilar/Weller) and carried to adjourn at 12:22 PM.