



**DRAFT**  
**Executive Director Recruitment**  
**AD-HOC Committee Meeting Minutes**  
**May 21, 2007 at 3:30 p.m.**  
**15506 County Line Road, Suite 104**  
**Spring Hill, FL 34610**

**Committee Members Present: Elizabeth Callaghan, Maria Crosby, Blake Harding, Jean Rags, James Cook**

**Committee Members Excused: John Druzbeck**

**Staff Present: Maryrose Wersan**

**Others Present: Susan McPhee**

Jean Rags called the meeting to order at 3:35 p.m. The Committee reviewed and revised the current Executive Director Job Description based on the Executive Director Evaluation Questionnaire. Several questions regarding the salary range and benefits were discussed. Blake Harding announced his resignation from this Committee due to scheduling conflicts.

Coalition staff was instructed to audit and revise the job description accordingly. Once revised, staff was further instructed to email the draft Executive Job Description to the Committee for any additional input. The Administrative Assistant announced that she will be on vacation the next week and the Program Manager would be available during this time to collect any additional modifications.

Without any further discussion, the meeting adjourned at approximately 5:10 p.m.

Respectfully submitted by,

Maryrose Wersan  
Administrative Assistant