



DRAFT
Executive Director Recruitment
AD-HOC Committee Meeting Minutes
June 21, 2007 at 10:00 p.m.
15506 County Line Road, Suite 104
Spring Hill, FL 34610

Committee Members Present: Jean Rags, Maria Crosby, James Cook

Committee Members Excused: Elizabeth Callaghan, Irvin Homer

Staff Present: None

Others Present: Susan McPhee, Lisa Buie, Kim Bradford

Jean Rags called the meeting to order at 10:10 a.m. Jean informed the Committee that the Executive Committee reviewed the revised Executive Director Job Description that included the committee recommendations. Additional revisions to the job description were noted within the salary range, performance evaluation, paid-time-off and benefits. The Committee reached a consensus to approve the final draft of the Executive Director Job Description.

The Committee further suggested contacting Elizabeth Callaghan and her staff to see if they can create a screening tool matrix and a set of interview questions to assist committee members during the screening and interviewing process. The screening tool matrix and interview questions are to be created based on the new Executive Director's Job Description.

The Committee discussed the job advertisement for the Executive Director position. It was suggested to place this job advertisement both locally and statewide. This advertisement is to also be placed on the Coalition's and AWI's website. It was also recommended to be distributed to all Board Members for referrals. The timeline for this advertisement will be until July 13, 2007. The Committee agreed that they will be screening all applicants on July 19, 2007 and then the Executive Committee will be interviewing those candidates recommended. Interviews will be scheduled for the week of July 23, 2007 and July 30, 2007. The Committee is hopeful to have this position filled the beginning to the middle of August.

Without any further discussion, the meeting adjourned at approximately 10:45 a.m.

Respectfully submitted by,

Maryrose Wersan
Administrative Assistant