



**DRAFT**  
**Executive Director Recruitment**  
**AD-HOC Committee Meeting Minutes**  
**July 19, 2007 at 1:30 p.m.**  
**15506 County Line Road, Suite 104**  
**Spring Hill, FL 34610**

**Committee Members Present: Elizabeth Callaghan, James Cook, Maria Crosby, Irvin Homer, Jean Rags**

**Committee Members Excused: None**

**Staff Present: Maryrose Wersan**

**Others Present: Susan McPhee**

Jean Rags called the meeting to order at 1:30 p.m. All members and guests introduced themselves. The committee reviewed the draft minutes from the June 21, 2007 meeting. All members reached a consensus that no revisions and/or additions were necessary. Minutes were approved.

Maryrose Wersan informed the Committee that staff prescreened (which was recommended by the Board Chair) the submitted resumes and separated those that did not follow the application process or meet the required position criteria. The Committee was given the opportunity to review these applicants. The Committee assessed the rating matrix which Elizabeth Callaghan's staff created. The Committee approved and utilized this rating matrix to review the remaining submitted resumes.

Elizabeth Callaghan distributed informational copies of a helpful structured technique (the Competency Based Interview) to be utilized during the interview process. The Committee will be discussing the information provided at the next meeting.

The Committee scheduled the next meeting for Tuesday, July 24, 2007 at 1:00 p.m. to continue reviewing the submitted resumes.

Without any further discussion, the meeting adjourned at approximately 3:35 p.m.

Respectfully submitted by,

Maryrose Wersan  
Administrative Assistant