



DRAFT
Executive Director Recruitment
AD-HOC Committee Meeting Minutes
July 24, 2007 at 1:00 p.m.
15506 County Line Road, Suite 104
Spring Hill, FL 34610

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

Committee Members Excused: Jim Cook

Staff Present: Maryrose Wersan (as needed)

Others Present: Susan McPhee

Jean Rags called the meeting to order at 1:05 p.m. All members and guests introduced themselves. The committee reviewed the draft minutes from the July 19, 2007 meeting. All members reached a consensus that no revisions and/or additions were necessary. Minutes were approved.

The Committee continued screening the remaining submitted applications for the Executive Director position. The Committee requested that staff create a spreadsheet that records the Committee's scoring from highest to lowest. In addition, Elizabeth Callaghan and Sue McPhee will be developing interview questions as well as a written exercise for each applicant. Once the questions are created, staff will be forwarding these questions to the Committee via email for their review. At that time, the Committee will determine if an additional meeting is needed to review these questions.

Without any further discussion, the meeting adjourned at approximately 5:00 p.m.

Respectfully submitted by,

Maryrose Wersan
Administrative Assistant