



**DRAFT**  
**Executive Director Recruitment**  
**AD-HOC Committee Meeting Minutes**  
**August 20, 2007 at 4:00 p.m.**  
**15506 County Line Road, Suite 104**  
**Spring Hill, FL 34610**

**Committee Members Present: Elizabeth Callaghan, Maria Crosby, Jean Rags**

**Committee Members Excused: Irvin Homer**

**Staff Present: Maryrose Wersan, Angela Westmoreland**

**Others Present: None**

Jean Rags called the meeting to order at 4:05 p.m. All members and guests introduced themselves. The Committee reviewed the draft minutes from the July 24, 2007 meeting. All members reached a consensus that no revisions and/or additions were necessary. Minutes were approved.

Jean Rags referred the Committee to the Interview Rating Matrix. There were no revisions that needed to be made to this matrix. Discussion ensued on time limit parameters to set for the entire interview process. The Committee concluded that applicants would be given an hour for the written exercise and an hour for the verbal interview allotting for a total of two hours.

Elizabeth Callaghan referred the Committee to the Supplemental Interview Questions. She informed the Committee how this written exercise would be used during the interview process and further explained the scoring process. Maria Crosby provided the Committee with a sample Screener Rating Form. The Committee reviewed this form and requested that staff create a similar rating form for the Executive Committee to utilize when rating the Supplemental Interview Questions submitted by the individual applicants.

The Committee reviewed the Competency Based Interview structure provided by Elizabeth Callaghan. The Committee reached a general consensus to implement this technique during the interview process after the top two candidates have been identified. Jean Rags stated that the Competency Based Interviews would be conducted by outside consultants from the Health Department. The Committee reached a consensus that no additional modifications needed to be made to the interview process.

The Committee observed the Applicants for Executive Director Position spreadsheet which had been sorted from highest to lowest. The Committee requested that staff contact the first seven applicants on the list to schedule them for an interview.

Jean Rags directed the Committee's attention toward the issue of salary. Jean stated her recommendation to amend the salary range advertised to be \$65,000 to \$75,000. Per the Coalition's Policies and Procedures, the Committee acknowledged that the person selected as the Executive Director would receive a salary increase of three to five percent after a 90-day Probationary Period.

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

Respectfully submitted by,

Angela Westmoreland  
Administrative Assistant