

UICOA Director's Search Committee minutes 2.22.24

APPROVED 3.06.24

In attendance: Peter Cook, Susan Collins, Curtis Cetrullo, Bernadette Lyons, Paul Manning, Jennie Gadowski, Beth Kramer

Minutes

Minutes of Feb 7th and Feb 15th, 2024. Susan moved the minutes be approved as amended. Beth seconded. Peter - Aye; Susan - Aye; Curt - Aye; Bernadette - Aye; Paul - Aye; Beth - Aye.

Composition of Search Committee

Peter explained that the Committee would recommend the four members that have expressed interest become members of the Search Committee to the full UICOA Board at the next general meeting, Tuesday March 5 for their approval. This would bring the total to seven voting members.

There is no business for this Committee that would necessitate a special meeting of the full board.

Discussed the possibility of an alternate member should the committee need one.

Review of UICOA Director Job Description

The proposed ad was approved by the WT Personnel Administrator, Maria McFarland, on Feb 15.

The ad has been placed in the MV Times and Gazette (for two weeks), on the websites of the MA COA and MA Municipal Association, on the West Tisbury Town website and in the WT Town Hall.

Beth will send a copy of the ad to the group

Review of timeline and assignment of responsibilities

Beth presented draft timeline. Will send to group.

Dr Cetrullo expressed an interest in beginning to draft interview questions.

Bernadette suggested that one person be responsible for collecting potential questions for committee review and develop criteria for potential elimination of candidates.

Peter asked that each member receive Kathie Olsen's documents and that a list of documents be created so that each member has a file.

Items not anticipated at time of posting - there were none.

Next meeting: Wednesday, March 6 11 am via zoom