

Minutes UICOA Director's Search Committee via Zoom 3.13.24  
APPROVED 4.17.24

In attendance: Peter Cook, Marie Larsen, Bernadette Lyon, Toni Cohen, Joyce Albertine, Jennie Gadowski, Michael Colaneri, Susan Collins, Beth Kramer

#### Review of Subcommittee Members

Seven members with one alternate. Discussed recusing should there not be an uneven number of voters. Representation from each of the three Upland towns and one consumer representative.

#### Update on Applications received

One incomplete application received by Maria McFarland (WT Personnel Administrator) as of 3.08.24. Three complete application packets remain in the Town Hall lobby. Committee has been reminded that should there be an in-house candidate, that person must also apply. Beth will check in with Maria on 3.22.

#### Timeline

Briefly reviewed. Please send dates that DO NOT work to Beth asap.

#### Interview questions

Draft was discussed. Suggestions and edits were made. Reference to materials that Kathie Olsen has shared with the group including the ranking of characteristics and skills (for example, interpersonal skills)

Beth will distribute edited questions to the group.

**PLEASE REVIEW/EDIT THESE BEFORE NEXT MEETING**

Discussed whether these questions should be made public - decision was to keep these private so that they are fresh for each applicant.

Discussed interview format - who is asking questions; should there be a moderator.

Discussed CORI requirement.

#### Minutes of 3.06.24

Curt moved; Bernadette seconded. Peter - aye, Curt - aye, Paul - abstained, Susan - aye, Bernadette - aye, Beth - aye, Michael - abstained. Minutes approved by majority.

Next meeting Monday March 25 at 11 am via zoom. Beth will post.

Agenda - Review of timeline and application status