

Mid Shore Regional Council
Executive Board Minutes, Easton, Maryland
June 21, 2005

Present – Hilary Spence, Hope Harrington, Marty Gangemi, Thomas Flowers and Kevin Morse

Call to Order

The meeting was called to order by Chairman Gangemi at 1:00 p.m.

Review/modify executive director job description

Mr. Morse presented the executive board with a draft job description and noted that he modified the job description he used for the Upper Shore executive search last year.

Dr. Flowers requested that a statement be added to the job description that informs the applicants that the 3 member counties are unique and diverse and candidates need to have the ability to address a variety of social and economic issues. There was consensus by the rest of the committee to include the addition. Job description attached.

Define search/selection process and timeline

Mr. Morse presented the search process he used for the Upper Shore Council as a model that can be modified for the MSRC executive search. The board agreed to adopt the same process as follows:

The executive board directed Mr. Morse to conduct a national search for 30 days and requested that MSRC staff post the ads in regional newspapers and national websites by the end of this week.

Search Committee

Search committee members will include one elected official and the county manager/administrator from each county and one municipal representative.

Process

Applicants will be asked to submit a letter of interest and resume to the search committee. Mr. Morse will present the applications to the search committee that meet the job description, criteria and qualifications.

The search committee will select applicants for a second round of consideration and ask them to respond to a set of questions (attached) to evaluate their writing skills and gain more insight into specific experiences, accomplishments and skills.

Upon review of the written responses the selection committee will chose 5 to 10 final applicants for an interview (sample questions attached).

Goal

The executive board would like to have the new director hired and on sight in time for the September 14, 2005 board meeting. At that time

September 14th quarterly meeting:

Mr. Youngquist will be brought back to present the findings from the board assessment, assist the board with selection of implementation and project priorities, and orientation for the new director.

Adjourn

Meeting adjourned at 2:00 p.m.