

ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD OF WOOD COUNTY

MARCH AD HOC COMMITTEE EXECUTIVE DIRECTOR SEARCH

March 5, 2019

ADAMHS BOARD MEMBERS PRESENT: Doug Cubberley, Leanne Eby, Erin Hatchel, and Corey Speweik, Dan Lambert

ABSENT: Stan Korducki (U), Sue Moore (E), and Marc Jensen (E)

GUEST: Stephanie McGuire Wise

BOARD STAFF: Britni Fackler

EXECUTIVE DIRECTOR SEARCH UPDATE/ ESTABLISH A TIMELINE FOR HIRING PROCESS: There are nine candidates to review and the committee mentioned this pool is large enough to move forward in the process. Everyone was surprised that we didn't get a better response. There are other Boards with openings, so maybe this impacted the results. It was determined that March 18th and 19th would be the first round of interviews. The committee will notify candidates for interviews.

ESTABLISH A SELECTION PROCESS/PROCEDURE: We need to come up with a series of questions to ask all candidates. Doug Cubberley will reach out to OACBHA to get input for questions and then will email the committee the questions. The plan is to conduct hour-long interviews, and after each candidate, we will hopefully have a debrief for about 30 minutes. If we need to schedule back to back interviews for candidates, then we will do this and then meet after to debrief on all interviews. These interviews will be on March 18th and 19th at the Board Office. Board Staff and service providers want input in the process; they will be involved in the second round of interviews which consist of 1-3 candidates. It was discussed to have staff meet with candidate separate from service providers. The idea was to give the candidates a basic topic to display their talent to present to the community for about 10-15 minutes and take questions/answers, then close the doors to only Board staff and candidates. If a candidate is too far away, we can always interview them through Skype or Zoom if needed. Cubberley will check to see if ESC, Wood County Hospital or if the Commissioners have a meeting room we can borrow for this. These interviews will take place the week of April 15-19th. Cubberley will reach out to Tom Clemons to get some possible topics. Corey Speweik will reach out to Commissioners to get input on interview questions. Cubberley will get letters such as the candidate didn't meet the statutory requirement, the rejection letter and an interview letter from OACBHA. Cubberley will send these out to applicants.

SCHEDULE FIRST INTERVIEWS: Cubberley is going to schedule the first interviews.

REVIEW RESUMES: Leanne Eby made a motion to go into Executive Session, and Corey Speweik seconded. Executive Session started at 10:00 a.m. Erin Hachtel made a motion to come out of Executive Session at 10:40 a.m. and Corey Speweik seconded. Cubberley noted that the consensus was to only interview six, not nine candidates.

ADJOURN: Meeting was adjourned at 10:41 a.m.

Submitted by: Britni Fackler, Secretary

Approved by: 
Doug Cubberley, Board Chair, ADAMHS Board of Wood County

Date

