Present:  Caroline Mitchell, Bridget Moss, and Curtis Wang – Committee Members  
Deborah Cutter – VAC Representative  
Jennifer Kaiser and George Stevens – Staff Members

Absent:  Adelina Castellanos and Jeremy Sunderland

I. Call to Order

Bridget Moss called the meeting to order at 6:37 p.m. in Jeremy’s absence.

II. Consent Items

A. Approval of Agenda

M/S/C (C. Mitchell/C. Wang) To approve the agenda as presented.

B. Approval of Minutes of August 2 and August 9, 2017 Meetings

M/S/C (C. Mitchell/C. Wang) To approve the minutes as presented.

III. Committee Business

A. Interview Training

George provided the committee with their annual interview training, which included the following points:

1. Make applicants feel comfortable during the interview process.
2. Find out what skills and experiences they could bring.
3. We want the best qualified individuals but also need to keep in mind board/VAC composition needs.

The committee was also provided with proposed interview questions and corresponding rating sheets.

B. Review Committee Notebooks and Applications Submitted

The committee members reviewed their individual notebooks which contained:
1. Members and terms sheets for the Board and VAC
2. Current Board/VAC composition charts
3. Board/VAC Applicant status sheets
4. Copies of the applications received

C. Status of Board Interns

There is a 2-year limit for board interns. Reinwick Pole will complete his first year on June 30, 2018. Erika Hernandez will be complete her second year on June 30, 2018, so her internship will expire.

M/S/C (C. Mitchell/C. Wang) To thank Erika Hernandez for her 2 years of service on the board and recognize her at the annual board dinner in June.

D. Identify Board Applicants to be Interviewed and on What Date

We have received 7 board applications and at this point have only 1 opening to fill. As the board has adequate consumer representation on the board, the consumer board applicant will not be considered this year, but the committee will interview the remaining 6 applicants on 2 successive evenings (February 6th & 7th) starting at 6:00 p.m.

E. Identify VAC Applicants to be Interviewed and on What Date

We have received 4 VAC applications and have 3 openings to fill. The committee will interview all 4 applicants on Wednesday, March 7th, starting at 6:00 p.m.

IV. Board Meeting Agenda Items

The following items were identified for the committee’s section of the January 10th board meeting:

A. Minutes of January 3rd Meeting
B. Status on Recruitment
C. Interest in Serving as a Board Officer next Fiscal Year

V. Announcements / Information

A. Next Meetings:

1. Tuesday, February 6th, at 6:00 p.m. (Board applicant interviews)
2. Wednesday, February 7th, at 6:00 p.m. (Board applicant interviews)
3. Wednesday, March 7th, at 6:00 p.m. (VAC applicant interviews)

VI. Adjournment

Bridget adjourned the meeting at 7:17 p.m.

Submitted by,

Jennifer Kaiser
Jennifer Kaiser
Executive Assistant

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