



Community **Action** Partnership of Ramsey & Washington Counties

Minutes for a Special Vote of the **Board of Directors** of
Community Action Partnership of Ramsey & Washington Counties Board of Directors
Held **Wednesday, August 31st to Friday, September 2, 2022**, via Email Ballot

<i>Members Present at Discussion held on August 31st at 12:00 pm:</i>	<i>Nicole Frethem, George Stone, Kasey Wiedrich, Toni Carter, Emma Corrie</i>
<i>Members Present at Discussion held on September 1st at 4:00 pm:</i>	<i>Nicole Frethem, Curtis Johnson, Jessika Thomas-Powell, Jillian McAdams, Toni Carter, Luvidia Williams</i>
<i>Members Participating in Email Vote:</i>	<i>George Stone, Kasey Wiedrich, Emma Corrie, C. Herme, Toni Carter, Nicole Frethem, Luvidia Williams, Jessika Thomas-Powell, Jillian McAdams</i>
<i>Members Not Participating in Email Vote:</i>	<i>Fadila Adam, LaToya Whitfield, Curtis Johnson</i>
<i>Staff Present at Discussion Sessions:</i>	<i>Kevin Adams, Caitlin Duncan</i>

Two discussion sessions were offered for the Board of Directors to discuss the topic of hiring the next Executive Director and debrief on the two candidates that were presented. One session was held on Wednesday, August 31, 2022, at 12:00 pm and another was held on September 1, 2022, at 4:00 pm. Following the discussion sessions, a vote was conducted by email ballot on the three items listed below.

1. Approval to Extend Offer of Employment to candidate SG for the Position of Executive Director of Community Action Partnership of Ramsey & Washington Counties

A Search Committee, comprised of representatives from the Board, Staff Leadership, Union Leadership, Policy Council, and Community Partners, worked with the Executive Search Firm, Allen Austin, to find the best candidate for the position. The job description used was included in the Board’s packet and distributed prior to the discussion sessions. The committee also developed a framework and rubric for candidate evaluation. All CAPRW staff was surveyed to get their thoughts on the Agency’s needs for the position. After the search committee conducted five preliminary interviews of candidates found by the firm, two candidates were selected to come to CAPRW for in-person interviews. The candidates’ dossiers and recordings of the initial interviews were distributed to Board Members prior to the visits. During the candidates’ visit, several stakeholders had the opportunity to participate in the interview process including the Board of Directors, Senior Leadership, Union Leadership, and a Head Start Parent. Funders, Community Representatives, and Program Participants were also invited to join. Feedback on the candidates’ interview sessions was solicited from all those who attended and a summary was provided to all Board Members prior to the discussion sessions. Recordings of both the initial interviews and the in-person interviews were made available to the Board of Directors for the benefit of those who did not attend. Allen Austin provided the reference information for SG, which was also provided to all Board

Members prior to the discussion sessions. Based on all of the information, it was recommended to extend an offer of employment to candidate SG.

By email ballot, the board unanimously

VOTED: to approve an offer of employment to SG for the position of Executive Director of Community Action Partnership of Ramsey & Washington Counties.

2. Authorize Commissioner Nicole Frethem, Board Chair, to Negotiate Salary Not to Exceed the Statutory Limits

Community Action Partnership of Ramsey and Washington Counties' statutory limits for the position of Executive Director have a minimum salary of \$113,259 and a maximum salary of \$198,190.

By email ballot, the board unanimously

VOTED: to authorize Commissioner Frethem, Board Chair, to negotiate the salary for the position of Executive Director not to exceed the statutory limits

3. Approval to Extend Offer of Employment to Candidate JJ should SG Decline Offer

Following the candidates' visits it was determined that JJ was also a strong candidate and her feedback forms were favorable as well. Per the discussion sessions, it was recommended to offer JJ the position should SG decline the position. JJ's dossier, interview recordings, and feedback form summary were all made available to all Board Members previously.

By email ballot, the board

VOTED: to approve the offer of employment to JJ for the position of Executive Director of Community Action Partnership of Ramsey & Washington Counties in the event SG declines with C. Herme voting against and remaining votes in favor.