

Notes from Transition Committee 8-28-2019

Tasks Ahead for the Committee:

- Org Assessment
 - Search firm will help guide what the engagement process looks like.
 - Staff and Gregg to start the suggested engagement list for outside stakeholders.
 - Recirculate the following documents to the Board:
 - Strategic Plan
 - Last NW assessment (Sharon)
 - Pull together for the Transition Committee:
 - Past examples of Board survey. Consider what a board survey might look like for the search process -- a little bit of a SWOT analysis and a “how’s the board functioning;” get at vision and next chapter. Bethany will look for these
 - Staff survey from past transition planning process. Sharon will look for this.
 - Sharon will move Transition folder to the Board Portal; make sure Bethany has access and Gregg knows where it’s located.
 - Sharon, Natalie and Julie to have a conference call with Kristen Penn: What activities does the search firm already do, what is perfectly fine for a Board to do, and where might a search firm think a Board is stepping on toes.
- Finalize Charge for the Search Committee in advance of its first meeting:
 - Identifying search firm
 - Overseeing job description process (with search firm) and final draft for the Board. Would be helpful to have Gregg’s most recent take on his current job description.
 - Preparation of information packet for candidates (Gregg could lead)
 - Developing compensation package for Board approval
 - Compensation package
 - Moving costs
 - Other creative ways to offer benefits (Beth has ideas from other CEOs from NW conference training)
- Finalize the Search Committee
 - Already committed:
 - Gordon
 - Mia
 - Beth
 - Tyler
 - Chico
 - Beth will approach the following for external representation:
 - Bob Kucab
 - Joanna LeClair
 - Michelle Grant as back-up—Yvette will get contact info
- Communication with staff – executive and board level—on search process and assessment/staff engagement process
- Budget
 - NW has said \$40K - \$100

- Concerns about how to “hold harmless” folks we identify. Have to ask the question up front—after you’ve hired, too late
 - Ask about advertising, other costs that will be billed to DHIC.
 - Sharon anticipates a third of the first-year salary
- Consulting costs (Bethany’s time)
- Travel costs for final candidates
- Party for Gregg—
 - Fundraising
 - Bike ride before hand? ATT—go see Willard Street
 - Buy a big TV screen for Conference Room wall with the proceeds!
- Does Gregg have additions to line items? Gregg and Sharon to work on sketching this out.
- On-boarding of the new hire.
- Discussed that longer timeline is more realistic—expect hire in first quarter, not by end of the year.

Next Steps:

Beth:

- Make calls to finalize Search Committee composition and arrange for first meeting in September.
- Report out to Executive Committee and Full Board in September. Executive Committee will review/approve search committee charge and weigh in on organizational assessment. Board will receive update on progress, revised timeline, and anything that needs approval by then.

Bethany:

- Pull together Board survey and strategic plan for portal
- Make sure Transition Committee has instructions for Board portal and is directed to the right folder.
- Make sure Strategic Plan and NW Assessments get included in materials for next ExComm and Board meetings

Sharon:

- Work with Gregg on roughing out a budget
- Arrange conference call with Kristen Penn
- Find staff survey information and NW assessment
- Move Transition folder to Board Portal and give Bethany access

Gregg:

- Update current job description (if needed) to be starting point for Search Committee
- Work with Sharon on budget
- Work with senior staff on potential stakeholder engagement list – could use Gregg’s call list and suggestions for search committee as starting point. ****Note to be careful not to include known or likely potential candidates.**