

DWELLING PLACE OF GRAND RAPIDS  
CEO SUCCESSION PLANNING COMMITTEE  
UNAPPROVED MINUTES  
May 8, 2020

**MEMBERS PRESENT** Annamarie Buller, Sadie Erickson, Rich Kogelschatz, Gil Segovia, Rick Stevens, Renee Williams, Troy Zapolski

**STAFF PRESENT** Zoe Post

The meeting was convened via video conference at 8:02 AM by Mr. Kogelschatz.

**EXECUTIVE BOARD / BOARD OF DIRECTORS** The committee discussed how to best communicate its progress to stakeholders. Following the standard for other board committees, the committee concluded that agendas and meeting materials will not be added to the portal, but approved minutes and finalized documents will be uploaded for the board to review. Other board members and the CEO may only attend meetings if the committee specifically requests their input. All recommendations of the committee are subject to board approval. **These guidelines were approved by motion of Annamarie Buller, seconded by Troy Zapolski, and carried unanimously.**

**RFP** The committee discussed whether or not to hire a search firm to assist in the CEO search process. Though the committee may also do some searching internally using insight from Mr. Sturtevant and from NeighborWorks affiliates, it conceded that a search firm would be helpful in finding and vetting potential candidates. The firm should be versed in finding a candidate who is not only qualified, but who also fits in Dwelling Place culture. Committee members mentioned several resources—Michael Butchko, Michael Brown, Steve Crandall, other local contacts—for connecting to these firms. **Mr. Kogelschatz will reach out to several search firms and distribute the RFP to them.**

**TIMELINE** Mr. Kogelschatz presented a draft timeline that aims to interview and select a search firm by June 26 and start addressing key issues with the firm in late July. This would require approval from the board at either an Executive Committee meeting or a special July board meeting. As the timeline is ambitious, the committee may adjust it once search firms have been contacted.

**JOB DESCRIPTION** A job description for the CEO must be reviewed before it is distributed to potential candidates. The Committee determined to include the board early in this task and then work with the search firm to refine the final product. This may include a board-wide survey and a salary/benefits review from The Employers' Association. **Mr. Kogelschatz will contact TEA and NeighborWorks for this information; Ms. Williams will look into 990s of comparable organizations.**

**ADJOURNMENT** The CEO Succession Planning Committee was adjourned at 10:09 AM by Rich Kogelschatz.