

DWELLING PLACE OF GRAND RAPIDS  
CEO SUCCESSION PLANNING COMMITTEE

June 4, 2020

*Committee Approved June 25, 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 8:05 AM by Mr. Kogelschatz.

**APPROVAL OF MINUTES** **Minutes of the April 7, 2020 Succession Planning Committee were approved by motion of Rick Stevens supported by Troy Zapolski and carried unanimously.**

**PROGRESS TO DATE** Mr. Kogelschatz reviewed essential points of “CEO Transitions: How to Hire a Non-Profit CEO” and how Dwelling Place can approach preparing for, searching for, and onboarding a new CEO. Several of these topics will generate future discussion for the committee.

The committee identified a cultural fit as an essential aspect of finding a CEO that should remain at the forefront throughout all phases of the search. As the search progresses, the committee will develop an action plan based on the timeline and assign tasks to individual committee members.

**INTERNAL REVIEW** Mr. Segovia shared a list of potential candidates from his correspondence with Mr. Sturtevant, which includes Jeremy DeRoo (LINC UP), James White (Cinnaire), Jason Paulateer (Fifth Third Bank), and Tim Thorland (Southwest Solutions Housing Development). Mr. Sturtevant also suggested getting recommendations from NeighborWorks and CEDAM networks and from board members Ms. Williams and Ms. Gaston. Committee members suggested adding local financial, municipal, and economic development leaders to the search list.

The committee also agreed to vet all candidates through the search firm to assure consistency.

**SEARCH FIRMS** Mr. Kogelschatz shared some initial notes from his conversations with both local and national search firms, including focus areas, services, and costs. All contacted firms were interested. The Committee decided to have Mr. Kogelschatz contact the following firms to send an RFP and updated CEO Job Description and set up an interview: AE Betancourt, William Charles, Randall Partners, Third Sector Company, and EFL Associates.

The committee plans to send out these materials the week of June 22nd, finish with interviews by July 10th, and reconvene the week of July 12 to discuss the results and create a recommendation for the full board to review at the August meeting.

**PROJECTING  
FUTURE MATTERS**

Ms. Buller will keep Mr. Sturtevant apprised of the committee's progress during their monthly meetings and Mr. Kogelschatz will communicate additional updates as needed.

In future meetings, the committee will address how to best include staff insight in the search process.

**ADJOURNMENT**

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