

DWELLING PLACE OF GRAND RAPIDS  
CEO SUCCESSION PLANNING COMMITTEE  
UNAPPROVED MINUTES  
June 25, 2020

**MEMBERS PRESENT** Sadie Erickson, Rich Kogelschatz, Rick Stevens, Renee Williams, Troy Zapolski

**MEMBERS ABSENT** Annamarie Buller, Gil Segovia

**STAFF PRESENT** Zoe Post

The meeting was convened via video conference at 9:05 AM by Mr. Kogelschatz.

**APPROVAL OF MINUTES** **Minutes of the April 7, 2020 and May 4, 2020 Succession Planning Committee were approved by motion of Troy Zapolski, supported by Rick Stevens and carried unanimously.**

**SEARCH FIRM UPDATE** All proposals have been received and distributed to the committee for them to review prior to the interviews. Each firm will be given an hour for their presentation and questions from the committee. Ms. Post will send out a poll to committee members to determine which dates will work best; Mr. Kogelschatz will coordinate with each firm to schedule a time to meet with the committee.

**PREPARATION FOR SEARCH FIRM** In anticipation of search firm interviews, Mr. Kogelschatz asked for thoughts on how the committee might involve a firm and the full board in developing the CEO job description, an ideal candidate profile, and the strategic plan. As Dwelling Place already has a job description and strategic plan, the committee suggested using a survey to involve board members and other stakeholders in creating the ideal candidate profile. From there, the committee can work with the search firm to determine how to best fill in any gaps in the information from the survey.

Mr. Kogelschatz drafted a sustainability audit for Mr. Sturtevant to complete to aid in both the CEO search process and in developing a strategic plan with the new CEO. The committee recommended sending the document to Mr. Sturtevant as soon as possible.

The salary and benefit package for the new CEO will depend on the profile developed by the committee and search firm. Geographic location, experience, and job responsibilities will all affect overall compensation, but the current CEO salary for Dwelling Place is comparable to its NeighborWorks peers.

**NEXT STEPS** Mr. Kogelschatz will send an Excel document to all committee members for use during the search firm interviews.

**ADJOURNMENT** The CEO Succession Planning Committee was adjourned at 10:11 AM by Rich Kogelschatz.