

DWELLING PLACE OF GRAND RAPIDS
CEO SUCCESSION PLANNING COMMITTEE
UNAPPROVED MINUTES
September 24, 2020

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

MEMBERS ABSENT Troy Zapolski

STAFF & GUESTS PRESENT Zoe Post

Jan Glick & Heyward Watson, Third Sector Company (TSC)

The meeting convened via video conference at 11:05 AM.

APPROVAL OF MINUTES **Minutes of the August 27, 2020 Succession Planning Committee were approved by consensus.**

THIRD SECTOR TEAM Mr. Glick reviewed Third Sector’s approach to executive search and transition, which is broken down into four phases:

1. Organizational Assessment and Position Profile: TSC will interview about 15 individuals (board members and senior staff) to develop a position profile and performance goals for the first two years the CEO is employed. TSC will share the completed profile with the committee at its November 19th meeting.
2. Outreach & Screening: TSC will conduct mini-interviews with a wide variety of candidates and share 5-7 high-potential candidates with the committee.
3. Interview & Selection: After one or two days of interviews, the committee advances 2-3 candidates. TSC contacts five references for each candidate and senior staff meet the finalists prior to the final interviews. The committee decides on a single candidate to recommend to the board and extends an offer.
4. Onboarding: The new executive and board collaborate to align a work plan with the evaluation criteria established in phase one.

The committee discussed what members of board and staff to contact for the interviews and whether or not to include community stakeholders in this list as well. Mr. Kogelschatz will draft a list and request feedback from Mr. Sturtevant before sharing it with TSC.

BOARD COMMUNICATION Mr. Glick emphasized the importance of maintaining the confidentiality of candidate identities throughout the process. Once the committee has decided on a single candidate and a full board meeting is called to confirm the candidate, the committee may share specific details of the search process and answer questions from board and staff.

Mr. Kogelschatz will prepare a brief to share with the board in the packet for the upcoming meeting and use this as a talking point when updating the board at the meeting.

OTHER BUSINESS

Juan Daniel Castro will be asked to join the committee as he will be acting as board chair when Ms. Buller steps down in October. Ms. Buller will remain on the committee.

ADJOURNMENT

The CEO Succession Planning Committee adjourned at 1:08 PM.