

DWELLING PLACE OF GRAND RAPIDS  
CEO SUCCESSION PLANNING COMMITTEE  
October 22, 2020  
*Committee Approved November 19, 2020*

<b>MEMBERS PRESENT</b>	Annamarie Buller, Rich Kogelschatz, Rick Stevens
<b>MEMBERS ABSENT</b>	Juan Daniel Castro, Sadie Erickson, Gil Segovia, Renee Williams
<b>STAFF &amp; GUESTS PRESENT</b>	Zoe Post  Jan Glick, Third Sector Company (TSC)  The meeting convened via video conference at 11:03 AM.
<b>APPROVAL OF MINUTES</b>	<b><u>Minutes of the September 24, 2020 Succession Planning Committee were approved by consensus.</u></b>
<b>THIRD SECTOR UPDATE</b>	TSC received Mr. Sturtevant's review of the organization, has begun staff interviews, and will have an <u>assessment report and a draft of the position profile ready for the committee by the next meeting. This will allow the committee to consider both these items before launching a search in late January 2021.</u> As a candidate may be selected and available as early as April, TSC will confer with Mr. Sturtevant about the flexibility of his projected July 30 departure date.  For onboarding the new CEO, Mr. Glick recommended having board and staff provide documents and connect the new CEO to community partners rather than creating a prepared training program. The amount of overlap with the former CEO, whether on staff or as a consultant, will be negotiated prior to the new CEO's start date. The committee and TSC will remain in conversation about onboarding as the needs of the new CEO become apparent.
<b>COMMUNICATION PLAN</b>	A newsletter with an announcement of Mr. Sturtevant's departure from Dwelling Place will go out in January. <u>Mr. Kogelschatz will craft the announcement to include Mr. Sturtevant's role and title, select accomplishments, and his impact on the organization.</u>
<b>DIVERSITY, EQUITY, AND INCLUSION</b>	In accordance with Dwelling Place's DEI Plan, the committee will document the outreach efforts of TSC to identify a diverse array of CEO candidates. To ensure these values are prioritized by the new executive, questions about implementing DEI goals will be included in interviews and discussions with all the candidates. The plan may also be shared with potential candidates who will be asked for creative solutions to the goals identified in the plan. Skills in addressing these issues will be of primary importance when evaluating the cultural fit of the candidate.
<b>DENNY'S DEPARTURE</b>	The committee discussed how to appropriately honor Mr. Sturtevant's departure from the organization. Ms. Buller will confer with the Marketing Coordinator to see if there are already some plans in this area.

If there is a major event, it could be a fundraising opportunity as well. This issue will be added to the Executive agenda to be addressed in closed session.

**EMPLOYMENT  
CONTRACT**

The committee agreed that an employment contract is appropriate, particularly if a candidate must move from out of state. In January, Mr. Kogelshatz will meet with Miller Johnson to discuss an employment contract for the new CEO.

**ADJOURNMENT**

The CEO Succession Planning Committee adjourned at 12:07 PM.