

DWELLING PLACE OF GRAND RAPIDS  
CEO SUCCESSION PLANNING COMMITTEE

December 17, 2020

*Committee Approved February 25, 2021*

**MEMBERS PRESENT** Rich Kogelschatz, Rick Stevens

**MEMBERS ABSENT** Annamarie Buller, Juan Daniel Castro, Sadie Erickson, Gil Segovia, Renee Williams

**STAFF & GUESTS PRESENT** Jan Glick and Heyward Watson, Third Sector Company (TSC)

Zoe Post, Jenn Schaub, Latrisha Sosebee, Denny Sturtevant

The meeting convened via video conference at 11:03 AM.

**ADVERTISING OF THE POSITION** Dwelling Place marketing staff joined the meeting to discuss how to best advertise the CEO position. Mr. Castro will draft a formal letter to the public celebrating Mr. Sturtevant's accomplishments at the organization and announcing his retirement. This information will also be shared in a series of newsletters and posted on social media with featured "fireside chat" storytelling videos of Mr. Sturtevant describing Dwelling Place's history.

Ms. Schaub and Ms. Sosebee will draft a press release the first week of January for the committee to review and publish the following week. A small group of shareholders to be determined by Mr. Sturtevant and TSC will receive this information before it is made public, and the job announcement will go live about 3 days after this. Interested parties may contact an internal email address to be monitored by Ms. Sosebee and Ms. Post.

**UPDATED DOCUMENTS** The committee reviewed Mr. Sturtevant's edits of the following documents; once these changes are made, the documents will be posted on February 1.

**Organizational Assessment**

- Though Dwelling Place is primarily funded by government tax credits and foundation grants, fund development will remain in the profile, as it is an essential skill to develop community awareness of the organization.
- The assessment will include the need for the CEO to have an understanding of all operations of the organization without necessarily knowing all day-to-day details.

**Position Profile**

- Mr. Kogelschatz will verify the amount of vacation time to include in the profile.

**REVIEW  
BUDGET/EXPENSES  
TO DATE**

Mr. Glick advised the committee that Dwelling Place should budget at least \$10,000 for relocation expenses for the final candidate. The individual selected for the position will provide an itemized list and the organization will pay whatever is practical

**EMPLOYMENT  
AGREEMENT**

Dwelling Place's employment attorney from Miller | Johnson will join the January 28 committee meeting to review the employment contract and discuss the interview process.

**PHASES OF THE  
PROCESS**

As resumes are received and the search process begins in earnest, attendance at committee meetings will be essential. Committee members will be required to attend all Round 1 interviews to be included in Round 2 interviews. Mr. Kogelschatz will stress the importance of meeting attendance to all committee members. Mr. Glick will check with HR counsel on the possibility of recording interviews if there is a committee member who is unable to attend.

**OTHER BUSINESS**

Ms. Post will work with the committee to schedule two rounds of interviews; TSC will provide video conferencing information.

**ADJOURNMENT**

The CEO Succession Planning Committee adjourned at 12:25 PM.