

CAMConnect Executive Committee Meeting
Summary Notes
August 7, 2008

Members Present: Jeff Brenner, Joye Rozier, Jen Ping, Jean Mouch, Bernadette West, Sean Brown, Joe Myers. Note: Hilary Colbert attended as a non-voting member of the Board

In the absence of Bill Whitlow (Chair), the meeting was chaired by Joye Rozier, Vice-Chair.

J. Brenner reviewed the self-evaluation completed by Derek Ziegler (on vacation) and sought input from members. He reviewed the document and members suggested some changes. J. Brenner will make the suggested changes and then send the document to HR.

J. Brenner shared an email from D. Ziegler regarding a possible job offer in Philadelphia. He suggested that the Executive Committee consider a transition plan. S. Brown proposed considering the possibility of an Interim Director while the committee did a job search. It was agreed that this may not be necessary. J. Brenner reviewed the previous job description. He shared with members some of the history of CAMConnect and the last job search which resulted in the hiring of the current Director. J. Brenner noted that the last job description was revised for that search to emphasize very strong technical skills as part of the job description as opposed to strong funding and community skills. J. Ping noted the difficulties in finding candidates who are strong in both areas. J. Mouch suggested that ideally CAMConnect should hire two individuals to adequately cover both aspects of the job.

B. West asked about the extent of current contract work. J. Brenner said there are ongoing contracts that will require some ongoing maintenance in the event Derek is offered a position and leaves. J. Meyers suggested possibly hiring a consultant—preferably Derek—to continue work on the contracts in the interim.

J. Brenner asked for suggestions of possible additions and changes to the previous job description. J. Mouch suggested adding experience with fund development, experience supervising staff/interns, and experience in building community partnerships. J. Ping suggested that rather than advertise a salary range—ask for salary requirements from each applicant. J. Meyers reviewed budget and suggested that funds were available to hire someone at the level of \$50,000—a level which J. Brenner noted would not require re-classification of the position.

Members agreed that priority would remain with technical skills and attention to detail given the critical nature of generating accurate data for the community. Otherwise, the burden for the Executive Committee grows commensurately and the pace of production of reports tends to stall.

Members discussed the interview process. It was decided that J. Brenner would screen initial applications (with J. Ping) and then present three applicants to the Executive Committee. Once a decision was made on a final individual, the Board would be notified of the Executive Committee's decision.

It was agreed that parallel processes would be initiated—the finalization of the job description and recruitment for applicants (should Derek leave) and discussions with Derek (or others if he was not available) regarding continued work on projects through a contract and for help in training a new person. If there is a transition period, the Executive Committee members would need to fill in.

Other items on the agenda were tabled until a future meeting.