

MHLS Search Committee Meeting - Wednesday, April 11, 2018 | 10:00 a.m. EST

Via Teleconference

1. Roll Call at 10:04 a.m. – Mr. Wilson

Mark Wilson

Richard Swierat

Barry Ramage

Lisa Baker Brill

Staff Liaison – Linda Vittone

Staff Liaison – Tom Sloan

2. Review and approval of Bradbury's job announcement

The Committee discussed:

- Suggested edits to the job announcement - that incorporates language from the Executive Director's revised job description. Following review, the changes were approved by the committee.
- The current inclusion of the salary range, and retention of the 8-year required length of work experience stated in the announcement.

It was agreed that Bradbury should consider all suggested changes, correct all typographical errors, and send the revised document to Mr. Wilson, prior to posting.

3. Review of Revised Job Description by Tom Sloan

Mr. Sloan informed the Committee that full Board approval of the job announcement is not required as the description was reformatted to provide clearer delineation of job duties under various categories. No substantive changes were made to the description. Revised version contains the same information which in fact has been used by the Board when conducting annual performance reviews.

It was recommended that the revised version be sent to Bradbury, along with job announcement, and that the Board be informed at its May meeting of the reformatted description.

The recommendation was approved by all members participating in the call.

4. Meeting adjourned at 10:17 a.m.