

GVRHA

Hiring Committee Meeting

12/8/23

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### **Agenda:**

- 1) Hiring Process/Timeline
  - 2) Rough Draft Job Description
  - 3) Internal Candidate Application
  - 4) Interim Director
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### **1) Proposed Hiring Process/Timeline**

12/8/23: Contract Finalized with GMP

12/11/23: Job Materials Finalized with GMP

12/15/23: Job posting begins online and in local newspapers

1/2/24: Other marketing begins with GMP

1/31/24: Close of Applications?

2/16/24: Close of Applications?

*Successive dates dependent on this deadline*

2/1 or 2/17: GMP begins candidate selection process, follow up interviews, background checks

2/16 or 3/1: GMP presents selection of candidates to Hiring Committee for Review

2/21 or 3/6: Hiring Committee selects candidates to interview in person, GMP invites candidates for interviews, sets up lodging/travel

3/6 & 3/7 or 3/20 & 3/21: Candidate Interviews

- a) Interview with full Board
- b) Interview with Community Panel
  - a. Willa Williford
  - b. Erin Ganser
  - c. Lauren Koelliker
  - d. John Cattles
  - e. Matthew Birnie
  - f. Dara MacDonald
  - g. Amanda Wilson
  - h. Carlos Velado
  - i. Staff person?
- c) Staff meet & greet? Community meet & greet?

3/28: GVRHA Board Discussion of Candidates

3/29 - 4/1: GVRHA Board offers position

5/1: Ideal start date

## **2) Rough Draft Job Description**

*See attached materials.*

## **3) Internal Candidate – Executive Session**

For discussion of personnel matter and contract negotiations.

*See attached confidential materials.*

## **4) Interim Director**

1/29 – 4/30 = 13.5 weeks

@40 hrs/ week = 540 hours

@\$85/hr = \$45,900

Andy's salary for the same time period = \$32,400

Difference is \$13,500

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@30 hrs/week = 405 hours

@\$85/hr = \$34,425

Andy's salary for the same time period = \$32,400

Difference is \$2,025