



## **EXECUTIVE DIRECTOR TRANSITION COMMITTEE**

Meeting Minutes

Wednesday, January 5, 202

Arizona Developmental Disabilities Planning Council  
3839 North 3<sup>rd</sup> Street, Suite 306, Phoenix, Arizona 85012

A committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened virtually December 29, 2021. Notice having been duly given. Present were the following members of the committee, guests, and staff.

### **Committee Members Present**

Melissa Van Hook, Chair  
J.J. Rico, Co-chair  
Monica Cooper  
Vanessa Felix  
Mary Slaughter  
Kelly Roberts  
Marcy Crane, staff  
Lani St. Cyr, staff

Guest: Erica McFadden

### **Committee Members Absent**

JJ Rico, Co-Chair  
Kelly Roberts  
Erica McFadden

#### **A. Welcome & Introductions**

Chairperson Melissa Van Hook welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Meaningful Careers Committee meeting. The meeting was called to order at 12:02 pm. Roll call and participant introductions were completed.

#### **B. Review of December 29, 2021 Minutes**

Melissa Van Hook called for a motion to accept the minutes. The motion was made by Marcy Crane and seconded by Monica Cooper. The motion unanimously carried.

#### **C. Discussion of Interview Process**

HR has pulled out of the process because the process has gotten very complex due to advice from the AG's office. Erica is going to reach out to the candidates and schedule the interviews. We are going to strive to get a quorum of committee members present. We need at least 5. When we narrow to one candidate, Melissa will reach out to HR. They will draft an offer letter and if the salary is above the midpoint, we will have to get approval from HE. They will rush it through. Melissa can make the verbal offer before the formal letter. HR will notify the candidates who aren't successful

We don't have to do more than one interview if we don't want to. We can stop the interview process at any time. We can also just select one person to interview. We are not obligated to do 5 interviews and an additional set of interviews. We were working on 2 3-hour blocks. The interviews would be 45 minutes, and we would build in time at the end to deliberate.

There will be one public meeting block, and the executive session links are each interview. You can deliberate over the candidate in the executive session. Vanessa suggested debriefing over the interviews at the end. The committee would like to have up to an hour for each interview. 45 minutes is not enough time. Debrief after each day. It will help Marcy remember more. They will need to go back to the public meeting link before the next session.

Mary suggests that at the end of each day we ask can any of the candidates be the desired selection?

We will need a 3 and 4 hour block to allow for 1 hour interviews for the 5 candidates.

#### **D. Selection of Candidates to Interview**

Based on our conversation in executive, Melissa called for a motion to advance candidate #1, #3, #5, #8, and #15 for an interview. Monica made the motion, and Mary seconded. The motion unanimously carried. The committee moved into executive session at 12:21 pm. The committee moved back into regular session at 1:21 pm. Melissa called for a motion to accept the revised questions. Monica moved to accept the interview questions. The motion was seconded by Mary. The motion unanimously carried.

Erica will reach out to the candidates.

#### **E. Adjourn**

Chairperson Melissa Van Hook adjourned the meeting at 1:23 pm..

Dated this 6<sup>th</sup> day of January 2022  
Arizona Developmental Disabilities Planning Council