



EXECUTIVE DIRECTOR TRANSITION COMMITTEE

Meeting Minutes

Wednesday, December 29, 2021

Arizona Developmental Disabilities Planning Council

3839 North 3rd 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.

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

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| Staff |
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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 10:03 a.m. Roll call and participant introductions were completed.

B. Review of Committee Goals & Timeline

Melissa Van Hook thanked members for serving on the Committee. She shared applications have been submitted that were forwarded to the committee. There were a total of 29 applicants – 14 were set aside by HR because they didn't meet the qualifications. Melissa shared that we will probably have to do virtual interviews. We will narrow down the applicants, then do a virtual interview and then do an in-person interview. We can leave it open as an option, depending on where the candidates are.

We have been working with HR and the Attorney General's office to ensure we are doing things correctly. We have flexibility on how we do the interviews and the questions asked. There is no plan to put in an interim director. We need to decide on what questions are asked. We have two sets of questions – one from when we interviewed Erica McFadden, and another is from HR. Melissa and JJ can go through them first and then include specific questions the committee wants asked. Lani wants to see both lists. Mary wants to know if we can ask other questions if they are not on the list. Melissa said we are fine to deviate because the candidates will be different. We will send you a list of questions and then we can add any that you think are needed. We will pick the questions that are most related to this job.

There are eight people on this committee that will be on the interviews. Should there only be one or two people to ask the questions? The group was fine with that as long as committee members are able to follow up. There should be general management questions and on how the Council works with federal and state agencies, gauging understanding around grants management and strategic planning. Also, it is important to all of the staff that we have an ED that is extremely supportive and professional with staff and helps staff when issues arise. JJ and Melissa can ask questions and then maybe a staff member can also ask questions so they can gauge how the applicant talks to staff.

The committee would like to talk about specific interview questions and the candidates. Marcy Crane moved that the committee retire to Executive Session. Monica Cooper seconded the motion. The motion unanimously carried. The committee went into Executive Session at 10:22am.

Committee left Executive Session and returned to the public meeting at 11:25 am.

We will be in touch with the next meeting date. Interview questions you'd like just send to the group to include in the list. Starting next week we will try to schedule the interviews and have them completed over the next two weeks.

C. Adjourn

Chairperson Melissa Van Hook called for a motion to adjourn the meeting. Monica moved to adjourn the meeting, seconded by Kelly Roberts. The motion unanimously carried. The meeting adjourned at 11:27am.

Dated this 30th day of December 2021
Arizona Developmental Disabilities Planning Council