

**Executive Director Search Committee**

Wednesday, November 4, 2020 1:00 PM – 3:00 PM

Online Via ZOOM

Watch the meeting here: <https://www.youtube.com/user/LADDCouncil/videos>

**SUMMARY**

Members Present:	Mike Billings, Randall Brown, Michelle Guillory, Steven Nguyen, Chris Rodriguez, Temisha Sonnier
Members Absent:	Kim Basile, Hyacinth McKee, Mary Tarver
Staff:	Brenton Andrus, Halie Belin, Ebony Haven, Hannah Jenkins
Guests:	Kristian Beatty, Corhonda Corley, Kathy Dwyer, Nicole Flores, Liz Gary, Kimona Hogan, Kay Irby, Ashley McReynolds, Kelly Monroe, Susan Riehn

A quorum was established and the meeting was called to order at 1:01 PM.

**MOTION PASSED**

A motion to approve the [meeting summary from September 29, 2020](#) passed unanimously without objection, no abstentions.

**Search Timeline**

Kristian Beatty and Kay Irby provided a guided review of the [search timeline](#) proposed by the Louisiana Association of Nonprofit Organizations (LANO). Based on this timeline, the position will be posted from November until early January, and LANO will vet candidates as resumes are received. LANO believes the search should be on track to conclude by April 2021.

**MOTION PASSED**

A motion by Steven Nguyen, seconded by Mike Billings to accept the Executive Director search timeline proposed by the Louisiana Association of Nonprofit Organizations (LANO) and as amended by the committee passed without objection, no abstention.

**Position Description/Announcement**

Committee members also received a guided review of the draft position description and announcement for the Executive Director by LANO. It was noted that information from the survey sent to Council members and staff in addition to conversations with the previous Interim/Deputy Director of the Council were used to help draft the description. Guidance was also provided by the National Association of Councils on Developmental Disabilities (NACDD) and the Information and Technical Assistance Center for Councils on Developmental Disabilities (ITACC).

Members discussed at length the education requirements for the director. It was determined applicants should have at least a bachelor's degree and experience working in a related field. Members agreed a master's degree or higher would be designated a preferred qualification.

Brenton Andrus stated he would follow up with the Louisiana Department of Health's (LDH) Human Resources department to determine if LDH required specific background checks to be completed on applicants as well as benefit information to be included in the description. Mr. Andrus stated ongoing follow up is needed to determine if relocation expenses can be provided.

### **MOTION PASSED**

A motion by Michelle Guillory, seconded by Mike Billings to accept the [Executive Director position description and announcement](#) recommended by the Louisiana Association of Nonprofit Organizations (LANO) and as amended by the committee passed without objection, no abstention.

The committee also discussed various places to post the position announcement including but not limited to:

- Louisiana Developmental Disabilities Council
- National Association of Councils on Developmental Disabilities (NACDD)
- LANO
- Families Helping Families (FHF)
- University Centers of Excellence on Developmental Disabilities (Louisiana State University Human Development Center)
- Protection & Advocacy Centers (Disability Rights Louisiana)
- Social Media (LinkedIn, Facebook, Twitter, etc.)
- Indeed.com
- The Advocate/Chronicle of Philanthropy
- The Arc of Louisiana / The Arc of the United States
- Louisiana State and Southern Universities

Ms. Beatty and Ms. Irby recommended the committee meet again in December to develop interview questions to be used during the first round of interviews. They will provide Mr. Andrus with possible dates and a Doodle Poll will be sent to committee members. Members will also discuss at that meeting if a smaller group of committee members will conduct the initial interviews or if the entire committee will commit to being available.

A motion to adjourn at 2:45 PM passed unanimously without objection, no abstentions.