

Louisiana Developmental Disabilities Council
Executive Director Search

November 4th, 2020

RANDALL BROWN: Good afternoon Brenton. Can you hear me?

BRENTON ANDRUS: Yes, sir. I can hear you.

RANDALL BROWN: Do we have a quorum?

BRENTON ANDRUS: We do. Let's see one, two, three, four, five. We do have a quorum. Which includes yourself. We do not have LANO on yet. I don't know if you want to give them a minute.

RANDALL BROWN: Yeah. Let's give them a minute or two and let me know when they come on.

BRENTON ANDRUS: Will do. All right, Randall. It looks like you do have a quorum. If everybody can turn their cameras on so we can verify that. Then also Kay and Kristian have joined us as well. You are here, Michelle Guillory is here, Steven is here, Mike is here. Who am I missing? Chris has joined us. I see Temisha. There she is. You definitely have a quorum outside of just including yourself. So you should be good to go.

RANDALL BROWN: Thank you, sir. Welcome everyone and thank you for taking time to be here today. We have very important work to do. I thank everybody for being able to attend and be part of today's work. Introductions. I am the chair of both this committee and your council. I am Randall Brown. I don't know if we want to, if Brenton could call roll and they could each introduce themselves if they want to do that. That might be easier.

BRENTON ANDRUS: Sure. You already introduced yourself. Next is Michael Billings.

MICHAEL BILLINGS: I am here. I am a member of the executive committee and a parent of children with disabilities.

BRENTON ANDRUS: And Ms. Michelle Guillory.

MICHELLE GUILLORY: Good afternoon everyone. I am

Michelle Guillory. I work for the Governor's Office of Elderly Affairs and I am a council member.

BRENTON ANDRUS: Steven Nguyen.

STEVEN NGUYEN: Good morning everyone. My name is Steven Nguyen. I am a self-advocate from region one and ten. I am also an executive committee member.

BRENTON ANDRUS: All right and Mr. Chris Rodriguez.

CHRISTOPHER RODRIQUEZ: Hello everybody. My name is Chris Rodriguez. I am the executive director of the Disability Rights Louisiana. A sibling of an individual with intellectual and developmental disabilities.

BRENTON ANDRUS: Ms. Temisha Sonnier.

TEMISHA SONNIER: Good afternoon. I'm Temisha Sonnier. I'm a parent advocate from region five and I am glad to be here. Thank you.

RANDALL BROWN: Thank you everybody. And again, welcome and welcome to our guests. Kay, I will give you the floor in just a moment. But let me go ahead and get some business out of the way first. We need to approve the summary for the September 29th, 2020 meeting. There it is, you see before you on the screen. If nobody has any objections, it will pass by unanimous consent. What I am asking for is for us to each look over it here. And if any member of the committee has an objection to say so. If I hear none, it will pass by unanimous consent. I will give you a moment to look over the agenda that is before us. Do I have any objections to what is presented? Hearing no objections, the motion passes by unanimous consent. Thank you all. It will be filed and recorded. The next item of business is to recommend the recommended search timeline. This time I would like to turn things over to Ms. Kay Urby from LANO. Which is the group that is going to be helping us with our search to talk with us about their projections for that search timeline. Kay, you have the floor.

BRENTON ANDRUS: I think you are muted.

KAY URBY: There. Better?

RANDALL BROWN: Thank you. Good afternoon.

KAY URBY: Good afternoon. Thank you so much for your time this afternoon. Kristian Beatty and I are both here on behalf of LANO and looking forward to working with you. If I am looking at this there are probably a few new folks on the call that were not here the last time. So we will back up. And can we give, Brenton, can we give Kris, let her put up the timeline and job description.

BRENTON ANDRUS: I stopped sharing my screen so as a panelist Kristian you should be able to start sharing your screen.

KRISTIAN BEATTY: My camera is not working. And I apologize. It was working about five minutes ago and just quit. As long as everyone can see the screen then we can move forward.

RANDALL BROWN: We can.

KAY URBY: Thank you Kristian. So this is the search timeline and action plan that we started with last week. I know there was some discussion about a shorter timeline, and we can absolutely go there. I would like to begin with this and hear your feelings and your thoughts about the timeline that we have before you. You will notice that we are already a little bit behind schedule. So today we are hoping to approve the timeline and an action plan for the search process, as well as the job description so that we can go ahead and get this posted. We also want to talk to you about a list of locations for the posting of the job description which we will be at the end of this meeting. And so if we can just move forward. Last time we had suggested the search process begin posting the job announcement on November 9th. And post through January the seventh. Which would include the holidays here. And Kris, if you will move, I think my computer unplugged.

KRISTIAN BEATTY: Just to keep going, the search process opens and closes. Which means this is the time the applicants would be able to apply from November 9th through January 7th. And then if we go down you can see we will develop an interview process. First and

second interview and present those, also get those to the search committee to approve. And then Kay and I would provide the top 12 vetted candidates to view by January 14th. The next piece would be the top 12 vetted candidates for video. We would ask them for a video with targeted questions based on what we see and what we want to see. And also what we see in their applications. Because sometimes those videos are going to be the things that show you what they are going to look like and be able to answer questions to the public. And so I think Kay and I thought this was a really good idea and able to help you all have a better decision moving forward. So just for them to be able to answer those. They would get the questions in advance. A thirty second to one-minute video, is that correct.

KAY URBY: Yeah. Depending how many questions the panel wants to ask and what you determine would be important.

KRISTIAN BEATTY: Right. Sometimes when you get a resume you don't always get a feel for the kind of person they are. And so sometimes gives them a chance to more in depth than that resume piece of paper. I think a really great opportunity for you to be able to develop more questions, more in depth and we can decide on that. We will move onto the search committee.

KAY URBY: Kris, can we stop for just one second. I also want to make sure, because we had two timelines or two sets of potential pieces of information from you. The very first thing says develop interview processing and questioning pattern for first and second round. I want to make sure that you all want to be part of those interview questions, designing those interview questions. Am I right, Randall.

RANDALL BROWN: Yes. That is correct.

KAY URBY: So we would need a meeting with this committee in December if we are going to do that as well.

RANDALL BROWN: Okay.

KAY URBY: I just wanted to flag that. Sorry

Kristian.

RANDALL BROWN: Thank you for that. I have made note of that. You let me know whenever it works for y'all and we will get you a meeting scheduled.

KAY URBY: Okay. Thank you.

KRISTIAN BEATTY: The next thing with the search committee, based on the 12 vetted candidates in the videos that Kay and I would provide to you, would need to select your top six for the first-round interviews by January 28th. That really gives the candidates some time to submit their videos. And then you will be able to review the resumes again, along with the videos, by January 28th. Then the week of February 16th the search committee would conduct the first round of interviews. So that would give plenty of time for that week to schedule the candidates based on your schedules. And we can give them options, you know, if you have Monday, Tuesday, and Wednesday 9 to 12, or whatever times, and that would give you that entire week to schedule those interviews. And they would be, at this point, I guess based on covid restrictions, those would be zoom interviews. Unless your committee and council can meet in person based on your restrictions and what the governor puts out there, these would be via zoom. Then the week of February 28th, this is something we wanted to talk about, the committee meeting, we would have a committee meeting on the 28th to refine questions and the interview process for the second-round interviews. And so like the candidates for second-round interviews. This would be your top three out of the top six in the first round interviews this February 28th day is where you would pick the top three. And then the committee will, at that point also, will develop a process for including board members and key stakeholders in the second-round interviews. Something we also had a question about, which we will discuss in the next piece of this. So during March Kay and I will conduct the background and reference checks of the top three candidates for the second-round interviews. Sometimes

those background checks do take a little bit long to get in, especially if the candidates are going to, depending on what we decide where they are going to, if they are going to the state police or if there is a different process we do, then we will need to do that. Those can take up to two to three weeks to get in. We need to keep that in mind when we are building this timeline. That would also give us the chance to get the references, which are really important, and make sure y'all have that information. And then we would conduct the second round interviews the end of March, depending on how long it takes to get the background checks and reference checks in order. And then I believe this is where Kay and I had some questions about the second-round interviews. And so this is, Kay, this is the point where we were wondering are the second-round interviews only going to happen with the search committee or is this where all the board of directors will meet the top three?

RANDALL BROWN: All of us will meet. The top three candidates we pick will go before the council.

KRISTIAN BEATTY: Okay. And so I guess depending on the date in April, and this is based on the April timeline we had, this is when they would come in and you would need to let us know when the council meeting would be so they can make arrangements to be there for that.

RANDALL BROWN: Right. I actually I like your timeline as it is. I know you have a lot of things you will be doing to prepare these candidates, and prepare us to meet with them, and have a productive meeting with them, each of them. The thing I would say, we don't have to stay with the April meeting, with our normal April meeting date as to meeting for the council to meet with the top three. I can call a special meeting just for that as soon as we have those selected. We could move that part up based on whatever, however quickly we can get the rest of all this done. Personally, I like the timeframe we have laid out up to that point. Cause you know you are

going to need time for the background checks to be conducted and concluded. And resumes are going to be gathered and sorted and interviews scheduled. I know all of it is going to take time. And we do have the holidays soon upon us. And that is going to factor into all of us being able to be available and candidates being available and such and so. I actually think we are better off going with the timeline, which this is the timeline we originally gave you. And you have stuck to it. If we move today, we can stay with it. And I think it's my opinion we should. And if we can get to an earlier date for the meeting of the whole council with the top three finalists, I will schedule that as soon as we have them.

KRISTIAN BEATTY: Sorry. I apologize. I thought you were finished. So how much time would you need to call that special council meeting?

RANDALL BROWN: You can let me know. I probably would need at least two to three days' notice to ready.

KRISTIAN BEATTY: I think as long as the council would know to be prepared for that. I really would hope we could get everything in the first two weeks in March and we can distribute that to the council. And hopefully call something by the end of March. And then you can make your announcement.

RANDALL BROWN: Okay. That sounds good.

BRENTON ANDRUS: If I may, it's going to be hard to tell, really going to depend on where the council is at at that next time. If we are doing business in person you are going to need way more than two to three days. Because we have to find a hotel, a room, have to arrange for travel. And so honestly--

RANDALL BROWN: Here is what I was going to say. Hold up. Is we are going to be in contact with you guys, Kay and Kristian, Brenton and I regularly. So as soon as you know you are getting close and we are ready to present, like we have the three, I will start looking at when we can schedule it. And based on how we are meeting, whether we are meeting in person or over the computer, we will stay in communication. And

as soon as y'all tell me we have the top three here they are. We will look at the calendar and put it out. We also have to give public notice and plenty of time. Let's not everybody get panicked about that. I am just saying we don't have to stay stuck with the April quarterly meeting as our deadline to present the three candidates. That can be moved up. And so we will stay in contact. And as we have those three y'all can let me know and I will immediately look at our schedules and get everybody together and see what is a good day to present them.

CHRISTOPHER RODRIQUEZ: Thank you so much for putting all this stuff together. If you could just back up, just briefly, and give us a recap of the things that will have to take place prior to the development of the interview process. So in terms of the benchmarks related to getting the job description done and getting it out to the public and things like that, just to recap. Maybe I missed it.

KAY URBY: We were hoping to put your job description out by November 9th. So it depends on how things go today as to how quickly we can get this job description posted and out. And then leaving it open through January the 7th because of Thanksgiving and Christmas holidays, and New Year's, we really needed a little bit more time with the job posting out. Kris am I missing anything, Kristian.

KRISTIAN BEATTY: No. That's why we really wanted to push it through January 7th. And plus a lot of people, we just want to make sure we were able to get it out to all the available outlets to post this job in plenty of time. Because while everybody in state should be going out by November 9th, some of the other councils and national places that we don't know will post on November 9th, might be later in the week. Make sure all those places have plenty of time to get it up and posted.

KAY URBY: Right.

CHRISTOPHER RODRIQUEZ: Sounds great. Another question. I don't know if we already touched on this.

I am always confused, and I apologize. The council has a strange relationship with being state employees and being separate a little bit. Are there any rules or things like that that stipulate how we post state jobs or anything like that? Does anybody know?

KAY URBY: Randall or Brenton, I think you have to answer that question for us.

BRENTON ANDRUS: For this position, no. But I think Michelle has her hand raised.

MICHELLE GUILLORY: For this position, since it is an unclassified position, it does not follow the typical classified civil service rules. That is why we are able to go outside of state government to post this position. The salaries are also negotiable, which is not typical of civil service. We are okay on that.

CHRISTOPHER RODRIQUEZ: Appreciate it.

KAY URBY: And you will note on the job description we have listed it as an unclassified position.

RANDALL BROWN: Yes. Thank you.

KAY URBY: Okay. Scoot up a little bit Kristian if you don't mind.

CHRISTOPHER RODRIQUEZ: Sorry. Temisha also has her hand raised.

TEMISHA SONNIER: Thank you. I hope y'all can hear me. I was just curious, and I hope I didn't miss something oversight wise, just trying to look over the description again. And I am not sure if this is area to address that. But I was just wondering about, I didn't see if there was education mentioned on the job description. And knowledge and skills were missing from the job description, certain things like that. For example, say like at minimum a master's degree would be required for a salary as such, or five years' experience in, you know, management or something like that. But I wasn't sure if that would be listed on the job description or I overlooked something.

KAY URBY: We are going to go there next. Do you mind holding. Cause those are good questions and I think there's some questions we had too. You are talking right at us and asking some great questions.

Hold those thoughts for just a minute. We are going to go there next.

KRISTIAN BEATTY: Do you want me to go down to the next page?

KAY URBY: Yes. I want you to go down to the next page. The one comment that I wanted to make was at the top, when we talk about developing interview process and questioning pattern for one and two. I think it's more likely in December that we will be developing those first-round questions. To me, and we will see how this goes, but those second-round questions we almost have to do once we narrow the field down. Because I think sometimes once you interview a person the first time those questions get deeper. And so I just wanted to say after we conduct this first round of interviews in February, I think we may need to meet again and refine our questions and get ready for the second round. And there may be some time in there we could make up, Randall, depending on how long all of that takes.

RANDALL BROWN: Sure.

KAY URBY: Could be a little shortening of that.

RANDALL BROWN: Sure. I understand this is just our best educated guess of how everything will play out. And we certainly will do our best where we can to save time to move things forward. And you and I, and Brenton, all of us will stay in contact and address things accordingly. I will let the committee know or will let the committee know as soon as you are requesting a meeting.

KAY URBY: So we are okay to tighten this up?

RANDALL BROWN: Yes. You are.

KAY URBY: Okay.

RANDALL BROWN: Absolutely. I want to leave a lot of that to y'all's discretion because you will be the ones doing most of this work. I know you don't know exactly how long things will take for some of this to happen. I want to give you some leeway. Certainly, if we can tighten things up, we are all for it.

KRISTIAN BEATTY: I would like to go back to the

top 12 vetted candidates. So after we provide the top 12 vetted candidates, when we start developing the interview process, questions for the first round of interviews we probably should have the questions we want answered on the video and then when we provide the top 12 we want to kind of look through those and have specific questions for each of those top 12 candidates. I think that will be really important because we don't want just everyone answering the same question. We want these to be a little individualized, so we get to know the person off paper before we start making decisions. We can talk about that more in January. I think really important for those videos.

RANDALL BROWN: Sure. Thank you for that. And certainly that is noted. In January we will certainly heed that advice.

KAY URBY: Okay. So if we are in agreement are you all ready to move onto the job description?

RANDALL BROWN: Is everyone in agreement with the timeline presented today? Is there anyone who doesn't agree? Can I please have a motion to accept the timeline as presented.

STEVEN NGUYEN: I make a motion to accept the timeline as presented.

RANDALL BROWN: Thank you Steven. Do I have a second to Steven's motion to accept the timeline as LANO has presented to us today.

MICHAEL BILLINGS: This is Mike. I will second.

RANDALL BROWN: Mike Billings seconds. Thank you, sir. So I have a motion from Steven Nguyen and a second from Mr. Mike Billings on the timeline you see before you that has been presented and discussed today by LANO. Are there any abstentions? All in favor say aye. (collective aye) All opposed, no. The ayes have it. The motion has carried. Thank y'all.

BRENTON ANDRUS: You have to get public comment on your motion.

RANDALL BROWN: Sorry.

BRENTON ANDRUS: There are some in the chat, but it doesn't deal with the timeline. So I think it would be

appropriate to read those when y'all move to the actual job description.

RANDALL BROWN: Okay. Thank you.

BRENTON ANDRUS: But I don't know if there is any comment about the timeline.

RANDALL BROWN: Well, let me back up. Is there any comment regarding the timeline presented today from our public? Hearing no public comment, we will proceed. Thank you all.

KAY URBY: Okay. Christian, can you put up the executive director job description please. And I am assuming you all had some time to review the job description. I know it was sent to you ahead of our meeting last week. When we started this, we looked at job descriptions, across the country we pulled some job descriptions. We talked to some of your staff about job responsibilities. And wanted to be as inclusive when we started to give you a job description as we knew to be. We can certainly scale this back some. We know that we probably have missed some things that you want. And so we are ready for your comments. We began with the job purpose, which I think really had been provided to us mostly by you all. And then started with duties and responsibilities. But before, I guess before I move on, any questions about the job purpose section? Any changes you would like to make there? Why don't we take this section by section. And I can give you a few minutes to review it again.

RANDALL BROWN: Yes. Thank you. Cause this is also the public's first time see it. I think it would be useful to give us a few minutes for everyone to see it. Are there any questions in regard to the job description? Brenton, are there any questions in the chat box that we need to address before we need to move forward?

BRENTON ANDRUS: Related to the job description, you have a few. Not necessarily on the purpose, but the job description in general. One from Liz Gary. Says it's an unclassified position. Please note that, and she list the revised statue 42671, does have a

requirement for management personnel minimum qualifications. And she provided a link. And said that is for unclassified positions. Michelle Guillory, this is in relation to the conversation about degrees, she put requiring a master's degree may not be beneficial. I feel that in many situations it would be a benefit, but there are many individuals in the workforce that could do a fantastic job that may not have a degree but have managed programs and/or businesses successfully. And then we have from Corhonda Corley, just about the motion. She asked if the motions could be put on the screen and roll call vote per Roberts rules of order. Liz Gary also asked if input from ITAAC was received as development of this job description.

RANDALL BROWN: Thank you everyone. Your comments are noted.

BRENTON ANDRUS: As far as the ITAAC thing, I can say what they shared with us we shared with LANO.

KAY URBY: Yes. Okay. So the next portion of this are the duties and responsibilities. And these are broken into leadership with the council, which we will take first. Then public interface. Fiscal responsibility. Administrative and staff responsibilities. And then we will get to essential requirements. So we will begin just by letting you review this first section on duties and responsibilities that have to do with leadership with the council. And this is on a couple of pages. We will scroll down slowly and give you a few minutes to read this first page.

RANDALL BROWN: Thank you Kay and thank you Kristian.

KRISTIAN BEATTY: Am I good to go to the next page.

RANDALL BROWN: Yes.

KRISTIAN BEATTY: Do we want to talk about this first section before we go to the public interface page.

KAY URBY: Yes. Any comments on this first section? Have we left anything out? Is there

something you want to take out? Do you feel like this captures the relationship of this person with the council and their work?

RANDALL BROWN: Does the committee have any questions, comments or feedback for Kay and their team?

HANNAH JENKINS: You have a hand raised and two public comments whenever you are ready Randall.

RANDALL BROWN: Yes. Let's proceed with the hand and then the public comments afterward.

HANNAH JENKINS: Ms. Corhonda Corley.

CORHONDA CORLEY: Great afternoon Mr. Chairman and council. I would like to first start off with that these job duties is basically what our actual program managers and staff is actually doing. So for us to down our executive director and actually downplay what the executive director is going to do in his job description is very absurd and unheard of. Our executive director is supposed to govern and embody everything that that federal DD Act and our bylaws state. And for us to say that we are going to have this person actually ensure the activities, that is part of what the chairperson is supposed to do. So I think that we need to make sure that we actually understand what our executive director is supposed to do. Cause we don't have anything on here stating how our executive director actually go and attend all these different meetings and sit on multiple boards. And that's part of their job description and job duties. I think that we really need to go and talk back to Ms. Winnfield and Mr. Fleming and actually ask them what was everything that they did. Because we would see they did a whole lot more than the six or seven little power points that we actually put out here to actually say we are going to actually have someone do. Secondly, our minimum requirement, these minimum requirements are minimum for any civil service job. So that is not something that we should be asking for from an executive director. Any executive director that works for the state or any entity has to have a certain level of professionalism, including degree

requirements. So we should not dumb it down. And I am tired of us dumbing ourselves down. This is why our disabilities community is not receiving the things that they supposed to receive. Because we are asking for minimum. And I just think that we should not lower our standards. What we should set the bar, and our bar should not be so low. I just ask that our council actually bring that bar back up to where it's supposed to be. And that we actually take into consideration what Ms. Winnfield and what Mr. Fleming did and we ask them for their input. That's what I would like to see our council do today. Thank you so much.

RANDALL BROWN: Thank you for your comments.

KAY URBY: Randall, I would love to respond to that comment. I did spend about three hours talking with Shawn Fleming and going through this job description and getting his feedback. And he did approve this before we sent it back to Randall and Brenton to do today. And he is the one who has made some of the changes in this that we have talked extensively about over the last, probably month or month and half.

RANDALL BROWN: I would say close to two months.

KAY URBY: Yeah. We did take into consideration. We did reach out to Sandee, but we have not been able to talk with her. Anyway, yeah. We did get feedback from him.

BRENTON ANDRUS: Randall if I may. Just want to remind everybody these few bullets on the screen are just very minor compared to the rest of the stuff in this job description. But while planning a meeting may seem like that's something staff do, we primarily do it right now because we don't have our director and deputy director. But the director is the sole staff person of the council.

RANDALL BROWN: That's correct.

BRENTON ANDRUS: And it is in their responsibilities to do these things. And they even though it seems kind of minor and it should be delegated to staff, it is, but they are ultimately responsible for planning basic things like the meetings

and the quarterly reports. And they delegate those certain tasks to us when they see fit. But it is their sole responsibility to accomplish some of those things. And that's why it's listed in there. This is very commonly seen in other job descriptions for other councils that have looked for a director as well. Just throwing that out there.

RANDALL BROWN: Thank you, sir.

KAY URBY: Are we ready to move onto public interface, Randall?

RANDALL BROWN: I believe we are.

KAY URBY: Have we addressed all the comments in the chat box, Brenton, about this section?

BRENTON ANDRUS: I had to step away for a second, so I am not sure what chats y'all read. I do know Liz had her hand up, then I saw it went down. Not sure if she still had something. Did y'all get a comment from Ms. Dwyer? I see she has a comment there.

RANDALL BROWN: We did not. Could you read that please.

BRENTON ANDRUS: Says note the requirements for unclassified are minimum requirements and executive director's position could require a masters or doctorate. And there was a comment from Ms. Corley, but I think she was able to bring that up.

RANDALL BROWN: She expressed that, yes.

BRENTON ANDRUS: That is all you have there. And Liz's hand is down so maybe her question was answered or she is holding it.

KAY URBY: Okay. So let's move onto public interface. This is a little shorter section, and we will give you a few minutes to read this one. Okay. Everybody good with this section? Any questions or comments?

RANDALL BROWN: Any comments in the chat box Brenton?

BRENTON ANDRUS: From Kathy Dwyer, says I think given the scope and responsibilities of the position a minimum of a master's degree would be best. And looks like Liz Gary's hand is raised.

RANDALL BROWN: Yes, Liz. You have the floor.

LIZ GARY: Thank you, Randall. I just want to say maybe consider, I know it states it's under leadership with the council, but I also think it's probably important. I should say I feel it's very important that not only is the leadership of the council be engaged in practices that promote and demonstrate transparency, inclusiveness and cohesiveness and trust should also be a public thing. I think it's not just a council thing. I think it's definitely an overall public thing also. And then the same thing is just making sure that because of the self-advocates, the families and things like that I think that's definitely something to consider that should be probably duplicated also for the public. Thank you.

RANDALL BROWN: Noted. Thank you. Any other questions or comments in regard to what we see before us?

BRENTON ANDRUS: Ms. Temisha has her hand raised.

RANDALL BROWN: You have the floor.

TEMISHA SONNIER: Thank you, Mr. Chairman. I just want to, not sure if this is the exact area to address that, I guess it would fit looking under essential requirements cause I have like the education and experience is more of an essential thing we would need. Cause I keep hearing people in the public comments saying stuff about the education requirements and a minimum. And I do agree with Ms. Guillory about having people with a different, say education levels being good candidates. But for this position, and for what I have noticed sitting on the council, we really, I think we would do a good deed of service for the public and for people with disabilities to have, like you said, a higher standard of someone who would be able to have the flexibility, the training, the education and the knowledge base who has been in those positions to be able to handle some of the responsibility of what is required at a masters level. Knowing this and coming from some areas where that is considered when you looking at the experience of someone with a master's

degree in the positions they are put in, I think having that as a requirement for this type of position is, should be an essential factor. That plus the minimum requirements just some things, just like we are referring to like Ms. Kay just said, she had to contact Shawn and they reached out to Ms. Sandee. That came with years of experience. And when you leave that out or the training and requirements we are doing the public and our people with disabilities a disservice. I just want to stress that I feel like we should keep that at the forefront of part of this application. Thank you.

RANDALL BROWN: If I might make a suggestion, just a suggestion. Could we maybe list the master's degree as preferred, but not required. Because, obviously, we think it is a very important thing. And I agree with that. But you also could have a candidate or two that has a wealth of experience and may not have that masters as well. I don't want to limit the pool of applicants if someone has had, it would be unique experience, I will grant you that. But we don't know who all will be applying and from where. And so we want to be as broad as possible in the applications we are looking at. And so I don't want someone who might fall in the category of having unique experiences that could really benefit us look at that and say I don't have my masters, so I am not going to apply. I think if we say masters preferred that lets us know that's really what we are looking for, but it doesn't knock out someone who may have say 30 years of nonprofit experience or something that may make them an excellent candidate for this. Cause this position, although it has governmental functions, it is unclassified, and it is very unique as well in a number of ways. I don't want to limit us. While I wholeheartedly agree a master's degree level education or experience it is vital, I believe, and I agree y'all about that. I do think you may have a pool of applicants that you limit if you say it's required. I would say preferred and that be the ones we look for. But if we get a

phenomenal candidate that has all the experience, but happens not to have a master's degree, I don't want to knock them out for that one, out of consideration for that one factor. That's my take on it.

BRENTON ANDRUS: Randall, you have a few hands up. Steven, Mike and Chris. And then you have the members of the public that have their hands up as well.

RANDALL BROWN: Steven.

STEVEN NGUYEN: I just wanted to say I concur with Chairperson Randall's suggestion putting it as preferred, but not required.

RANDALL BROWN: Thank you, sir. Mike, you have the floor.

MICHAEL BILLINGS: Yes. Basically just to follow up what you said, and Steven said. I as well agree it should state master's degree preferred and let's not limit our pool of applicants.

RANDALL BROWN: We have public comment.

BRENTON ANDRUS: You have Chris and then Michelle.

RANDALL BROWN: Sorry, Chris. You have the floor, sir.

CHRISTOPHER RODRIQUEZ: Again, I just want to kind of echo what you had started off Randall. Please don't quote me on this. These are quick Google searches. According to a study I just googled, again, don't know how accurate it is, 13 percent of the United States population has a master's degree. Basically saying 87 percent you are going to disqualify from the job. Imagine the number of that 13 percent actually have a disability. Got to be a really, really small portion.

RANDALL BROWN: That is what I am concerned about.

CHRISTOPHER RODRIQUEZ: Putting that requirement on could disqualify just the vast majority of people with disabilities. And as a group certainly works very diligently on trying to get people with disabilities into post-secondary opportunities, not even talking about master's programs and seeing the difficulty of that. I agree, as a person with a masters I have a lot of appreciation for that type of scholastic aptitude. But having it as a requirement, provided the history we

know people with disabilities in acquiring and being allowed opportunities for post-secondary opportunities seems like it could be very prohibitive in a way I would feel comfortable with.

RANDALL BROWN: Glad you concur. Part of my concern with making it restrictive for master's degree only. We agree. Michelle.

MICHELLE GUILLORY: Thank you, Randall. I concur, but I also want to state if you have an individual who applies who is a parent of a child with a disability who may or may not have managed the household, managed a business, has those experiences for 10, 20, 30 years and now they are coming to the table and want to give something, but they do not have the degree. Those years of experience count way further in the business world than a master's degree. Cause I have worked with both. And that experience is, you can't put a dollar amount on that.

RANDALL BROWN: Understood. Thank you. So we are in agreement that master's degree preferred?

KAY URBY: Or experience that is. And do we want to put a comment in there. And I think this does go under essential requirements, possibly. Preferred master's degree or experience that is, what is the word I am looking for?

MICHAEL BILLINGS: Equivalent.

KAY URBY: Equivalent, yes. Years of experience that are equivalent to a master's degree.

RANDALL BROWN: Correct. I concur.

BRENTON ANDRUS: Also Randall, Michelle has her hand up and you have Liz and Kathy that have their hands up as well.

MICHAEL BILLINGS: With the experience equivalency you can possibly post three years, five years, ten years of experience in a management field or field of disabilities. And you can word it that way. There are several job descriptions out there that will use years of experience for the degree or master's degree.

KAY URBY: I like that. Yeah, I think that's a great suggestion. Three to five years' experience in a

management field for disabilities.

MICHELLE GUILLORY: Disabilities, or advocacy, or public policies. Public policy administration. Those are different types of words that could be used that we use in job descriptions in civil service when we write job descriptions. You can actually pull some classified job descriptions that have them in requirements and then have, if you don't have this, then you have three years of experience constitutes a bachelor's degree or five years' experience constitutes a master's degree. There are different ways you can word it. I will see if I can pull a couple and send them to Brenton.

KAY URBY: Okay.

RANDALL BROWN: Thank you, Michelle.

KAY URBY: Thank you. That is very helpful. All right. That is good conversation. Good feedback.

RANDALL BROWN: Do we have any public comment before we move forward?

BRENTON ANDRUS: Yes. We have Kathy Dwyer and then Liz Gary.

RANDALL BROWN: Ms. Kathy you have the floor and after Liz, you have the floor.

KATHY DWYER: Thank you Mr. Chair. Good afternoon everyone. I was going to echo a little bit of what Michelle said having worked 25 years for the state, 20 in administration at the Human Development Center dealing with civil service positions and unclassified. You need to be careful and probably check with your civil service officer to make sure the description you put for those without a degree meets the unclassified position. Because otherwise you are going to have trouble actually hiring the person you select if they don't have a degree. You probably want to get with your civil service officer, whoever that may be at LDH. Typically unclassified, at least at LSU Health Science where I worked, they were very strict. You had to have a degree, at minimum a bachelors. And then they have different level unclassified positions. Which is why I had suggested the masters. Your sister agencies, HDC

has a requirement for PhD for executive director. I know that's not going to be the requirement for the DD Council, but I am not sure what the Disability Rights Louisiana's minimum requirement is. But those are you sister agencies that you want to look at too. I understand not wanting to limit the field, especially trying to recruit people with disabilities. So I would agree with the preferred, but I don't know. I guess I still feel that level of position a master's degree is required. And having worked all those years with professionals I never experienced any problems recruiting someone with a masters. While I understand the percent may be low, there is still a lot of people I know, personally, in Louisiana anyway that have master's degree in the DD field. All I have to say just from my personal experience. Thanks.

RANDALL BROWN: Thank you for that. It's noted. Who else do we have for comment? It was Liz, right.

BRENTON ANDRUS: Her hand went down. You do have a few people that have mentioned in the comment box. Let's see. From Corhonda Corley, she mentioned I share the same sentiments as Ms. Sonnier. Michelle Guillory put I concur with Randall. Kelly Monroe said I agree. Experience like this in a position is very important. Corhonda Corley, again, says she strongly agrees with Ms. Dwyer.

RANDALL BROWN: Okay. Thank you all for your comments. They are noted.

KAY URBY: Okay. So let's move. Did we get an agreement on public interface? Move onto fiscal responsibilities and give you a few minutes to read those fiscal responsibilities.

RANDALL BROWN: Okay. Thank you.

KAY URBY: Okay. Any comments on fiscal responsibilities? Okay. Are we ready to move on?

RANDALL BROWN: I believe we are hearing nothing from the committee.

KAY URBY: Okay. So then we will move to the administrative and staff responsibilities. Any comments here? Okay. Then we're ready to move onto

essential requirements.

RANDALL BROWN: Does anybody have any questions? Any questions in the chat box, Brenton?

BRENTON ANDRUS: Ms. Corhonda Corley said question, if we're going to continue to refer to civil service guidelines why don't we copy their job description.

KAY URBY: Can I ask a question here Randall?

RANDALL BROWN: You certainly may.

KAY URBY: If this is an unclassified position, do you have to follow civil service guidelines? And Michelle is shaking her head no.

RANDALL BROWN: Michelle is correct. We are not required, in this position, to follow civil service guidelines because it is unclassified.

BRENTON ANDRUS: Also just to clarify. Folks may not know this cause this would have been in part of our earlier conversations over a year ago when this first started. LDH basically, for this position, gave the council an option. You can go the route through the state, if you want, and let LDH HR try to find someone. Or the council can take it upon themselves to work with someone to find, whether it be a firm or what not. And the council--

RANDALL BROWN: It's obvious now which route we took.

BRENTON ANDRUS: The council wanted the firm to do it. So LDH is hands off as far as their HR goes. You can request their assistance if you need something.

RANDALL BROWN: Which we will do.

BRENTON ANDRUS: Not to go the civil service route to try to find somebody and go in this direction. So that is why there has not been much following of civil service cause you don't actually have to for this position.

KAY URBY: So I think the only change then would be to reword this whole, we have hold at least a bachelor's degree in one of the following. And are we still in agreement and a preferred master's degree or, and I think Michelle has been giving us some great language there, a minimum bachelor's degree and a

preferred master's degree with 3 to 5 years in a management field. And I believe she gave us disabilities advocacy, public policy administrative. You have also given us some other links, Michelle, I think we may need to check out. But would we be comfortable with letting us add that to this description, where are we with what you all want here? Do you want preferred. I am hearing a mix from the group. And I think calling for some clarity for us.

RANDALL BROWN: Well, my suggestion would be preferred for the reasons we have heard from everyone here today. A very unique position. It is one that I think a person with a master's degree, should they meet all other criteria, would honestly be preferred due to all the things we know they have to do. And the experience I think they would need. It's really important we don't limit someone who may not have a bachelor's degree but has a wealth of experience and knowledge. And not speaking of any one person or entity or anything. Just don't want to limit our pool before we start. I am in agreement a bachelor's degree should be at a minimum. I think what you have there.

KAY URBY: You think what we have here is fine.

RANDALL BROWN: Yes. I do. I don't know how the committee feels, but I think what you have here is just fine.

KAY URBY: Okay. Then let's move to conditions of hire. The main thing we put here was a satisfactory background check, including a fingerprint-based background check and drug test. Is there anything else we are missing that you might want?

RANDALL BROWN: Does the committee have any feedback on this?

KAY URBY: Okay. And then we at one point had listed your benefit package that is on your website. I think we probably need to insert a link there. Is there not a link to a page on the state's website for benefits and that sort of thing Randall or Brenton?

RANDALL BROWN: Brenton I think can set you up with that.

KAY URBY: Okay. And then you notice we said this is an unclassified position with the Louisiana Civil Service. And Kris and I have given a little bit of information about a selection process. Let you read that. Okay. Any questions?

KRISTIAN BEATTY: I did have one question. The satisfactory background check including fingerprint-based background check and drug test. Is that, do we also need to include, I don't know the requirements, a credit check of any kind, or is that not necessary.

RANDALL BROWN: Actually if you could do that that would be great. That was one of the things I was thinking about.

KRISTIAN BEATTY: Do we want to address, I think the interview process will not begin until February. And then I guess the final selection will be made in March, not April. Or do we want to leave April?

RANDALL BROWN: Let's leave April and if the timeline looks like we are moving faster than April we can review that and schedule the final meeting for earlier than that if we need to. But I think it would be prudent to leave April as the deadline for now. Because y'all have so many things that you two will be doing that we just don't yet know how long it will take. So I think April gives you enough time without crunching you further before you start.

KAY URBY: I think Michelle had her hand raised.

MICHELLE GUILLORY: I had a question. Go back to conditions of hire. I know with our office and with our executive director, our executive director is required to travel. And to be covered under Office of Risk Management, which DD Council is covered under risk management that position has to have a clean driving record and must be licensed in Louisiana. So I think that needs to be added to the conditions of hire. If we are going to expect this position to travel.

RANDALL BROWN: And they certainly will.

MICHELLE GUILLORY: Then that needs to be a component of condition of hire. A valid driver's license and a clean driving record.

RANDALL BROWN: Valid point. Noted.

KRISTIAN BEATTY: I will get the proper wording from that piece to add to this driving record, but this is something we will update.

RANDALL BROWN: Thank you.

KRISTIAN BEATTY: I do have a question. Is there an approved style guide, color and font for anything that goes out to the public, specifically this? A lot of times council do have those.

RANDALL BROWN: We do have a font size, do we not, Brenton?

BRENTON ANDRUS: We usually plush everything out in arial 12.

KRISTIAN BEATTY: What about any specific colors?

RANDALL BROWN: Not aware of specific colors. Brenton, would you have any feedback on that? What y'all find works best.

BRENTON ANDRUS: I don't know that we have anything that is approved or not approved. You can certainly, we can send you the colors we typically use as council colors. Typical colorings we use on our letterhead and stuff. I can figure out what those colors are if that's what y'all want.

KRISTIAN BEATTY: It is. Just want to make sure at the very top when you are looking at this that that blue is the correct blue. And I copied this. I took that logo, but I want to make sure this blue is the exact color. Certain things I want it to look the same across the board and when we put it out there, the exact color. In the grand scheme of things, not the most important thing, but it is a little bit.

RANDALL BROWN: You guys are the professionals. Thank you for that.

BRENTON ANDRUS: I can find out what the color codes are and send that to you.

KRISTIAN BEATTY: That's perfect. Thank you.

KAY URBY: So I think the last thing that we really want to talk about for a few minutes are the different places that you would like to see this job posted. And we actually had a list of those. Kristian, can you put

that list up? And then there were some others Kristian in the notes.

KRISTIAN BEATTY: I am pulling them up. Give me ten seconds.

KAY URBY: We just want to make sure we are hitting the potential posting locations that you all want to make sure we reach in order to get candidates with the right qualifications for your position. I think Kris is pulling the others up in just a minute. Those are some of the ones we talked about, LinkedIn, LANO has a job website, Association of Fundraising Professionals, Indeed.org, The Advocate, Chronicle Philanthropy. And then there are some disability sources you all have given us in councils throughout the United States. But just off the top of your head, are there any specific places you want to make sure this job gets posted.

CHRISTOPHER RODRIQUEZ: This is Chris. Can you guys hear me?

KRISTIAN BEATTY: Yes.

CHRISTOPHER RODRIQUEZ: Sorry about that. I don't know where the button went to raise my hand. Apologize. Just a brief conversation around the driver's license thing. How much travel is actually realistically needed for this position? I know in the disability community that particular provision on job descriptions is often criticized. It's kind of one of those things a lot of folks just throw in and don't really think about and how that disqualifies a strong amount of individuals with disabilities. Can anybody answer that? Realistically, how much travel is involved. Do you really need a driver's license. I know I have two people on staff, not saying they are qualified for this job. One has a PhD, the other one in this field for 40 years. Neither of which, because of their disability, can have a driver's license. Just thinking about people like that.

RANDALL BROWN: Brenton, do you have any light you could shed on that? You work with the person day to day.

BRENTON ANDRUS: It's not an excessive amount of

travel outside of Baton Rouge. They obviously have a lot of meetings they go to in Baton Rouge. And the amount of travel outside of Baton Rouge is really going to be dependent on the director. Previous directors they were times they attended meetings. There were times they asked one of us on staff. Majority of the time when we have our round tables and various LaCAN meetings that we go to through throughout the year that is outside of Baton Rouge, it's usually not the director by themselves. Usually a group of us that go. At least myself, Ebony, the director. So there is usually three or four of us that travel as a group. I don't have an exact number, but maybe a handful of times they might travel somewhere alone. Outside of that, usually with others from staff if we go anywhere.

CHRISTOPHER RODRIQUEZ: So provided that, are we all comfortable mandating a requirement the individual has to have a driver's license to be qualified to apply for this position? I don't think I am.

KRISTIAN BEATTY: Could you use the word reliable transportation? That would give them an option if they utilize a bus or any kind of transportation service. Would that be acceptable?

RANDALL BROWN: I think it would be.

CHRISTOPHER RODRIQUEZ: I think that's a great idea.

RANDALL BROWN: I think it would be, yes.

CHRISTOPHER RODRIQUEZ: Thank you.

TEMISHA SONNIER: Mr. Chairman, I want to chime in. We look at it, sorry. I was just thinking along the same lines as the master's degree situation. Since we looked at that as trying to make it inclusive, could we list the driver's license as a preferred, but not required. The same situation.

RANDALL BROWN: Yes. We could.

TEMISHA SONNIER: Take care of not limiting people.

RANDALL BROWN: Yes.

KRISTIAN BEATTY: I would like to reply to Ms. Sonnier. I think that's okay, but I think saying reliable transportation will cover all those bases and

you don't need to say driver's license preferred. It may sway people who do have that disability that they aren't able to drive. Whereas reliable transportation it really leaves it open for anybody whether they can drive or not to come in if we're going to go there.

RANDALL BROWN: So committee, how do we feel about it? Reliable transportation the route we want to go to make sure we are being as inclusive as we can? Or do we want to add preferred to the driver's license requirement?

STEVEN NGUYEN: Personally, I like reliable transportation.

CHRISTOPHER RODRIQUEZ: Yeah. I think I am in the same boat.

MICHELLE GUILLORY: Mr. Chairman, may I clarify? The reason I stated driver's license, if that person is going to be driving a state vehicle or their own person vehicle then they have to have a valid driver's license to be covered by risk management. If they do not drive and they are not being covered by risk management, it's not an issue. But if we expect them as a council to drive themselves to meetings then they must have a valid driver's license and have a clean driving record. Y'all can put it wherever you want, however you want. Just wanted to bring that as a concern.

RANDALL BROWN: Thank you.

KRISTIAN BEATTY: So I want to interject one more time. So what I can say a driving record check, if applicable, reliable transportation and the rest of it. Will that be acceptable?

RANDALL BROWN: I think that will work, yes. Does anyone disagree?

KAY URBY: Thank you Kristian.

RANDALL BROWN: Yes. Thank you.

KAY URBY: So are we ready to move on and talk about these posting locations Randall?

RANDALL BROWN: Do we have any comments related to this in the chat Brenton?

CHRISTOPHER RODRIQUEZ: One more thing. I didn't see it on there, just a general language about equal

opportunity stuff.

KRISTIAN BEATTY: Yes. It's on there. I have it updated on there. I will make sure I highlight it on there to make sure it is where it needs to be.

CHRISTOPHER RODRIQUEZ: Great. Thank you.

BRENTON ANDRUS: Are you looking for comments specific to the list of locations for the job post?

KRISTIAN BEATTY: Yes.

RANDALL BROWN: Yes.

BRENTON ANDRUS: So Liz did have a question asking about other DD Councils, advocacy agencies, et cetera. But she saw they were listed later. I think this is Ms. Kathy Dwyer. The name is cut off, but I think it's that. She added, said I would add FHF centers to help advertise. And those are on there. That's it for now.

RANDALL BROWN: Was there a comment related to ADA requirements or something that I saw earlier? May not be related to this.

BRENTON ANDRUS: That was related to the discussion earlier about if we had specific formats or colors and it's from Ms. Kelly Monroe. You should look at what the ADA requirements are. Make sure there is high contrast colors, and the font is big enough for people who may have visual impairments.

RANDALL BROWN: Noted. Thank you, Kelly. Thank you, Brenton. Okay.

BRENTON ANDRUS: Also Randall, I was going to say Michelle's hand is up. I don't know if that's from earlier or still had something to share.

RANDALL BROWN: Michelle, do you still have something you need share with us?

KRISTIAN BEATTY: Going to some of these councils, Kay and I do not have contacts with some of the councils. We're not entirely sure who we would need to contact, which I can research. But if anybody has somebody that they know that can provide the information on where I can send the job description and posting to be posted on their sites, that would be incredibly helpful. If anyone has anyone through the alumni association through social services, I do not

have contact there. Anything with Easter Seals, but that is pretty general. As far as council nonprofits, any of those, that would be incredibly helpful. If you don't, that's fine. I just think sometimes if you know somebody that could point us in the right direction quickly it does move things a little faster.

RANDALL BROWN: Sure. Brenton, you want to be the point person on that so if anyone sees this and wants to add someone who is not on the list, they can get in touch with you and we can get their information.

KAY URBY: I would love to say if you have a personal connection somewhere that you would make an introduction for us and then we can take it from there. That would be great too. That would be helpful.

BRENTON ANDRUS: Some stuff I would assume if we send something to our national association, I would hope they could then disperse it to all the councils for them to share. I don't know if the exact step is for us to send it to all these people individually or have a main group and ask them to please share it with their list serves. Chris, you might be able to answer. All the protection and advocacy, if we send it to you, would you be able to send it to someone that could get it to all of those. And he says yes. A few comments about where you are posting. One was from Ms. Kathy Dwyer, was about the arc, both national and state. And then she did say she could see the arc now. She also said AAPD. And then Ms. Corhonda Corley also has her hand up. But she had a question asking do you not believe you are showing a bias by putting LSU alumni.

RANDALL BROWN: Kay, would you like to answer that.

KAY URBY: Yeah, I think one of the reasons we felt like your reputation, they are a given being right here that they may have a network of people in their alumni association through social services that they could push this out. I think our thoughts in talking to Brenton, and we really haven't gotten there, and it was the next place I was going, was that if you are not paying transportation costs for bringing people in, if they are paying their own way in, or if you are not

providing moving costs then you may have less of a pool of people outside of the State of Louisiana or within a smaller nucleus around Louisiana. Our thoughts were reaching out to the LSU alumni social service group. That may also be people that are working in other states that are looking to get back home which could be to our advantage.

RANDALL BROWN: Maybe to her point, and I may be putting words in her mouth. Let her speak in just a moment. But maybe the other alumni associations in the state too could be added is what she is getting too.

KAY URBY: Absolutely. Yeah. I am sorry.

RANDALL BROWN: They are singled out. You have the Southern system and what not, and other alumni associations, ULL and all of those.

KAY URBY: Yeah. And this was strictly social service degree department. Not the whole alumni association.

RANDALL BROWN: And that may not have been her whole, I will give her the floor in just a moment. Thinking perhaps that is what she means by that.

KAY URBY: Yeah. A great point, Randall. Thank you.

RANDALL BROWN: So Ms. Corhonda, you have the floor. Is she with us? Corhonda, if you are with us you have the floor. Okay.

KAY URBY: So Randall we will also check Tech, Grambling, Southern, Northeastern. We will check the other local state universities who might have social service departments.

RANDALL BROWN: Thank you. Do I have any other questions?

BRENTON ANDRUS: I think we have Corhonda back. She said she didn't have the option to unmute. It was checked, but maybe it didn't happen. But I think we have it worked out maybe.

CORHONDA CORLEY: Yes. Thank you so much Mr. Andrew. Got it worked out. Thank you, Mr. Chairman and council. That was exactly what my sentiments were. That Louisiana has many universities

such as Southern University being the oldest and largest historical black university in the nation. Xavier who puts out more doctors than any university in the nation. You have ULL. You have Louisiana Tech, Southeastern, University of New Orleans, Dillard's and the list goes on and on. And for us to only limit it to LSU alumni, even if it is LSU alumni through social services department you have some of these other universities throughout this state that are highly noted of having the best department ever in the nation. So I don't think that we should limit it. Such as Southern University have the number one department in the nation for nurses. Yet we were going to limit to LSU alumni through social service. I think we have to be very much opened minded and not be biased. Also have to take into consideration we are also under a federal order requiring us to have hiring practices that are reflective of what the federal DD Act says, as well as civil service. With that, that means that we are not being racially and ethnically, ethnicity representative in our hiring practices and that we should do so. And as far as with that, we have to take into consideration as civil service says we do not discriminate. With us not discriminated we would be definitely discriminating if we only limit to LSU alumni--

RANDALL BROWN: We are not just limiting to them. That is the one they were aware of putting this list together. We will certainly reach out to all of the departments at related universities within the state.

KAY URBY: Yeah. Thank you.

CORHONDA CORLEY: And Mr. Chairman, if you don't mind, just wanted to make sure we don't forget we are under that federal requirement in regards to our hiring practices. So we do have to take that into consideration with our executive director search.

RANDALL BROWN: Yes. We are aware and LANO is aware.

KAY URBY: Yes, we are. Absolutely.

CORHONDA CORLEY: Thank you so much.

KAY URBY: Thank you very much. It's always a good reminder. So thank you for making sure we know. Okay.

RANDALL BROWN: Any other questions or comments?

KAY URBY: So I think last question for us--

STEVEN NGUYEN: I had my hand raised.

RANDALL BROWN: Sorry, Steven. You have the floor.

STEVEN NGUYEN: Just for clarity, the National Council on Developmental Disabilities is on this list?

RANDALL BROWN: I believe they are, yes.

KAY URBY: Yes. I thought they were. But I am glad you asked. I think we just need to know from you in terms of your budget, and I think I saw a chat of where we are in terms of bringing in candidates for interviews or paying for moving expenses. I think we need to be real clear about that in our posting or if ask. Or if you want it in your posting.

RANDALL BROWN: Brenton, what is your feeling on should we put it in the posting or should we have it if asked.

BRENTON ANDRUS: I don't know that my opinion really matters, to be honest. I guess I would have it if it was asked. It's my understanding we can't pay to bring people in to interview them.

RANDALL BROWN: I thought that was the case, but I couldn't remember.

BRENTON ANDRUS: Yeah, so I tried to follow up. LDH, from what they told us, does not pay to bring people in to interview. And I asked the feds is that something we could do, and the short answer is yes you could, but if your state agency tells you no, then you follow your state agency. Could be allowed, but because LDH says no we need to follow what LDH says. As far as can you pay moving expenses. A very short list of positions out there that they would allow certain moving expenses to be paid or relocation expenses. And it's not clear as to whether this would qualify. Again, between a rock and a hard place where we have this memo where LDH doesn't really tell us how we spend our money but do still have to follow some of their guidelines.

RANDALL BROWN: When it relates to hiring, yeah.

BRENTON ANDRUS: I am not certain. And so I am trying to verify that. But it's a bit of a process.

RANDALL BROWN: Right. So let's leave that for if asked. And, of course, once we get that clarification, we will add it to this.

BRENTON ANDRUS: Hands went up. Michelle may know.

MICHELLE GUILLORY: As far as paying them to help pay their transportation costs to interview, no that is not typically done in state government. Whether it's classified or unclassified. Now moving expenses, depending on where you are relocating them from, yes, the state can pay but it has to be justified. And you have to set a limit on it, like a dollar amount how much you will pay towards moving expenses.

RANDALL BROWN: Okay. Thank you for that information.

KAY URBY: Okay.

RANDALL BROWN: Steven, you had a question or comment sir?

STEVEN NGUYEN: I guess that response kind of clarified it for me. But I feel like if we have the answer to that that should be noted on the job description.

RANDALL BROWN: We agree.

KAY URBY: And then Randall, I don't know if this is too much to ask, but should we, prior to leaving this conversation today, should we set a December date to get back together to discuss interview questions?

RANDALL BROWN: That is up to you and Kristian.

KAY URBY: I think it would be great. It may be easier for Brenton to circulate something after this call or for us to circulate, we can circulate something as well to get everyone on the same page. Is it easier for us to do that communication or Brenton? Because I know you all follow open meeting law, is it better for you to do that?

RANDALL BROWN: My guess would be let's let Brenton do that, so we make sure we are following our protocols. But if you tell us when you are available,

we can look at our schedules now.

KAY URBY: Maybe Kristian and I will send a few dates for you all to choose from and Brenton can send those out by tomorrow or the end of the week. And we can go ahead and schedule our next meeting. I think it would be great because everybody is going to get busy with holidays and end of the year. So if y'all are good with that that is what we will do.

RANDALL BROWN: I think that is a great plan.

KAY URBY: Okay. Then are we approved to move forward with this job description, Randall, and beginning to post?

RANDALL BROWN: Do I have a motion for approval of the job description as listed today and discussed?

HANNAH JENKINS: Michelle and Mike Billings both have their hands raised.

RANDALL BROWN: Michelle, you have the floor.

MICHELLE GUILLORY: I make a motion we accept.

RANDALL BROWN: Michelle makes a motion we accept the job description as written. Mike, you have the floor, sir.

MICHAEL BILLINGS: I will second the motion.

RANDALL BROWN: Mike seconds the motion. So I have a motion and a second. Do I have any abstentions? Any discussion? All in favor say aye. (collective aye) All opposed, please say no. The ayes have it. The motion carries. Thank you.

KAY URBY: Thank you. Then I think that is all we have Randall.

RANDALL BROWN: Okay. Thank you. And we appreciate y'all getting that posted as soon as you can.

KAY URBY: We will get it out. Thank you all so very much. Thank you for your help.

STEVEN NGUYEN: Thank you.

BRENTON ANDRUS: If I may, whatever edits you made to those documents, if you can send them to me. What I will do is I will link it in the committee summary so members can see the documents that they approved as it was amended live.

KAY URBY: That would be great. And Brenton, we may get on the phone. I think we have a couple questions from today's conversation as well. We may wrap up with a phone call to you when we get these changes made. If that's okay.

BRENTON ANDRUS: Yeah. That's fine. Not a problem.

KAY URBY: Okay. Good to go. Thank you.

RANDALL BROWN: If y'all need me, just let me know.

KAY URBY: Okay. Thank you, Randall. Thank you all. We appreciate it.

KRISTIAN BEATTY: Hope everyone has a great day.

RANDALL BROWN: Thank you.

BRENTON ANDRUS: Randall, we did have on the agenda discussion of, I guess if y'all want it, like that interview panel would be the subgroup of this whole committee. I don't know if you want to address that now or address it in December when you talk about it with interview questions.

RANDALL BROWN: Let's address it in December when we talk about interview questions. Cause I really think the whole panel can do it. Just if we want to limit the number, we can. Let's look at that at the December meeting when we get closer to discussion of that.

BRENTON ANDRUS: Okay.

RANDALL BROWN: I think doing it today might be a little premature so let's do it in December. Is there anything else?

BRENTON ANDRUS: The only thing, since I have it up, since I wasn't sharing my screen that was the motion that y'all had passed here. If you wanted to see that. Which it was just the motion that you guys had to accept the job description and announcement as amended by the committee.

RANDALL BROWN: Okay. I think it's good. Thank you for putting it up so people can see it.

BRENTON ANDRUS: As far as I can tell that concludes the business that y'all had set today if you are in agreement with that.

RANDALL BROWN: I am in agreement, sir. Unless the committee has something else they would like to address that is pertinent to the agenda today? Hearing nothing else, if there is no objection, we will adjourn. Are there any objections? Hearing none, the meeting has concluded. Thank you all for your attendance today and thank you to the public for your attendance and feedback. Have a good afternoon everyone. Thank you