LDDC
Executive Director Search
December 9, 2020

EBONY HAVEN: Good afternoon, Randall.

RANDALL BROWN: Good afternoon, Ebony. Do we have a quorum.

EBONY HAVEN: Yes, sir. You do.

RANDALL BROWN: Thank you. And thank you for your help today. All right, everybody. Welcome. Do you have the list of committee members in front of you Ebony? If you call the roll so we can take attendance, that would be great.

EBONY HAVEN: One second Randall. Okay, I have the list. Ms. Kim Basile.

KIM BASILE: Here.

EBONY HAVEN: Mr. Brown is present. Dr. Hyacinth McKee. Mr. Steven Nguyen.

STEVEN NGUYEN: Present.

EBONY HAVEN: Mr. Chris Rodriquez.

CHRISTOPHER RODRIQUEZ: Here.

EBONY HAVEN: Ms. Mary Tarver. Dr. Phil Wilson. Mr. Michael Billings.

MICHAEL BILLINGS: Here.

EBONY HAVEN: Ms. Michelle Guillory.

MICHELLE GUILLORY: Here.

EBONY HAVEN: Ms. Temisha Sonnier.

TEMISHA SONNIER: And that's it, Randall.

RANDALL BROWN: And just for the record, that must be an old list. Mr. Wilson is not a member of the committee.

EBONY HAVEN: I'm sorry. I apologize.

RANDALL BROWN: It's okay. Just wanted to make that clear for the record. All right. Thank you everybody and welcome to today's meeting of our executive director search committee. If you would, Ebony, could you please put the agenda up on the screen for today so everyone can see it. I want to welcome all our guests and thank you to everyone for your attendance today. I know the holidays are upon us and tough to be available for all the meetings we have to do. So thank everyone for your attendance. Next, we have the approval of our committee summary from last meeting on November the fourth. Attached there. Do I have a motion to approve of that? If you all had a chance

to read it. I hope it's linked there. If you haven't, I will give you a moment to review and then entertain a motion to approve.

STEVEN NGUYEN: I will make a motion to approve.

RANDALL BROWN: Thank you, Steven. Steven makes a motion to approve the minutes, approve the summary, rather, from our previous meeting on November the fourth. Do I have a second to Steven's motion.

MICHAEL BILLINGS: Second.

RANDALL BROWN: Mr. Mike Billings is the second. A motion from Steven Nguyen for the approval of the committee meeting summary for the November meeting. And we have a second from Mr. Mike Billings. Do I have any discussion? Any changes need to be made?

EBONY HAVEN: Ms. Kim Basile has her hand raised.

RANDALL BROWN: Yes Kim.

KIM BASILE: Just Kay and her coworker are not in the, I guess, participants yet. A comment in the question and answer.

RANDALL BROWN: Thank you, Kim, for that. I was wondering where they were. Thank you.

COURTNEY RYLAND: They are on as attendees.

RANDALL BROWN: They might need to be presenters so they can share their screen.

EBONY HAVEN: In previous meetings they were panelists. They need to be moved to panelist.

RANDALL BROWN: That's what I thought. Thank you, Kim, for that. Thank you, Ebony and Courtney. So do I have any abstentions to the motion to approve the minutes? The summary, rather. Anybody abstains? Does anyone object? No abstentions, no objections. The motion carries. Thank you. Kay and her team will have to discuss the interview process as it is currently ongoing. And they are working on it for us. We will give a moment for them to join us as panelists and be able to give us a quick update on where we stand in the process at this time.

KAY IRVING: Can you hear me.

RANDALL BROWN: Yes, ma'am. Good afternoon. How are you? You have the floor.

KAY IRVING: Here we go. Just taking a minute. Welcome everybody. I think we are ready to roll, if y'all are. We have sort of a full agenda this afternoon to walk through with you for a few minutes. And Kristian, want to make sure you are here. Kristian needs to share her screen

with you for a few minutes. So I want to make sure she can do that as we get started. And Kristian, if you can, just put up the outline. I will begin the process. I wanted to tell you where we are right now with applicants. We have about, I will give you a quick update and Kristian, if you will join in as well. We have about 60 applications. They range in states from Oklahoma, Pennsylvania, Maryland, Oregon, Florida, New Jersey, Texas, Louisiana. We have gotten a wide range. I think a good range from a national search. And still more are coming in. We posted in a number of places that we told you we would be posting and some additional places. The National Association Councils Disabilities, the Association for University Centers on Disabilities, the Louisiana Ark, Community Provider Associations, the National Search Parent to Parent USA, the Governor's Office of Disabilities. I know Brenton has sent this out. And Kristian has posted. And Kristian, I will let you speak up on several sources. Make sure her mike is working.

KRISTIAN BEATTY: Can you hear me.

KAY IRVING: Yeah.

KRISTIAN BEATTY: Okay, great. So we have posted on Indeed, we posted on National Council on Nonprofits, on the LANO website, in the Advocate statewide and also LinkedIn. We have a very wide net out there and we are getting a lot of really good applicants from around the country and in the state.

KAY IRVING: Any questions? We really don't want to go into a lot of details on this call. But does anybody have any questions on the update. No.

CHRISTOPHER RODRIQUEZ: This is a Chris. I have a quick question. Very exciting to hear the breath of the applicants. When you say 60 applications, are those just basically 60 applications that have been provided or are these 60, I will say legitimate, applications that meet at least the minimum requirements.

KAY IRVING: No. Those are total applications. Good question. No. Not all of those do. I think I have vetted about 40 of them myself. I think a pretty good dozen in there that look like good potential. So we will see. And one of the things we are going to talk about today, and I will say this here, I don't think you will find someone that meets every single criteria in your job description. But I think you will weigh the talent and the skill set and the

characteristics of each individual against that job description and find there are some great candidates out there with expertise in a lot of different areas. So my question before we start is, I know this is an open meeting. If we begin by talking about interview questions, and this is a technical question with you, are we potentially sharing questions in a process with people out there who may be interested in this job and do we need to go into executive session. Someone may have an unfair advantage.

RANDALL BROWN: If we are going to talk about questions that will be asked of the applicants then executive session will be required just for the fact that you just mentioned. We don't want to give unfair advantage to anyone who may be viewing this now or later when it is posted to the public meeting. So when we get to the questions as they would be posed to those 60 applicants and whoever else, you know, applying in the period for applications, then yeah, we would need to go to executive session. Let me know when we go to that and I will call for the executive session.

KAY IRVING: And score sheets as well. Because the score sheet has a lot of potential things on it that will help vet the candidates. So we are going to move there pretty quickly. So I will tell you that we will close the applications on January the seventh. We are going to ask your candidates for videos. Those 12 candidates that we bring to you for final vetting and eliminating down to the six we will interview you will have their resume, a score sheet, a video clip from each of those candidates to review. And then you will eliminate six of those and we will have a final six that will go into in person interviews. The committee will select those final six candidates the week of January 28th. And what we would like to do now is talk about the score sheet, the questions, and that process and go into executive session so that we can dig a little deeper into where we want to go.

RANDALL BROWN: Okay. Do we have any questions before we move to executive session?

CHRISTOPHER RODRIQUEZ: This is Chris again. As we move into executive session and we discuss kind of the score card or rubric, whatever you want to call it. We're talking about the tool that will be used by the committee to narrow down from 12 to six?

KAY IRVING: Yes.

CHRISTOPHER RODRIQUEZ: Would this be an appropriate

place for you to tell us a little bit how you will be dwindling down. That is going to be all on you. Nobody from the committee will look at the applications at large. Just curious, what will you be using in narrowing down and getting rid of a credible percentage of those and presenting to us those 12.

KAY IRVING: Chris, that is a great question. I have already done some thinking about that. And I think we will use a similar rubric to what you are going to use in this first round. And I wanted to talk to you about that today because I think Kristian and I are going to need a score sheet ourselves about what we are looking for. As I have read through these the first time, you know, it's obvious that you have some people that don't fit any of the, or the majority, 90 percent of the qualifications you are looking for. So to me those move to the side. And then, you know, we start to look at other things that you want to make sure that we are measuring. So we will use a score sheet very similar to yours.

CHRISTOPHER RODRIQUEZ: I apologize for not remembering it, but did we require a cover letter as well?

KAY IRVING: Great question, Chris. Kristian, I am going to let you answer that one.

KRISTIAN BEATTY: So we did. Let me make sure I am on. We did require a cover letter. However, a lot of people that are submitting, I would say about 80 percent are not submitting and following instructions to send the resumes and cover letters to our career center. Just applying on Indeed or LinkedIn or through the Advocate. So I think once we move to the top 12 and narrow down to the top six and we get to that process I think, you know, if we want to request something in writing we can. We can talk about that later. But I think the video will be a really good indicator and cover a lot of the questions and a lot of the information we want in that cover letter.

CHRISTOPHER RODRIQUEZ: Got you. Just to be clear, we've had to deal with this particular issue ourselves in our own agency and we've had differing opinions on it. Just to be clear, in the application it's clearly stated the application should contain a cover letter. Is that correct?

KRISTIAN BEATTY: It does. Send resume and cover letter to the career center.

CHRISTOPHER RODRIQUEZ: As it sounds like, at least

from you all, you are not going to disqualify individuals who have submitted, what would be my opinion, an incomplete application.

KAY IRVING: I think that is up to you all to settle that today.

CHRISTOPHER RODRIQUEZ: Kind of where I was going with it. I would have to give it some thought. I don't remember where I feel in our organization's conversation. But we could start the conversation with saying if you can't follow instructions and/or you can't take the time to write letter, a one page, a paragraph then you are not going to be considered for this job. We can take that. And is this the appropriate venue to have this conversation or do we need to go into executive session.

RANDALL BROWN: If we are going to continue to talk about this process we need to move to executive session. Not going to have any more conversation about the process until we go there because it's sensitive and will end up revealing something that would give unfair advantage, I believe, to any potential candidate. Which we do not wish to do. Now having said that, do we have any comments related to this discussion before we move to executive session from the public?

COURTNEY RYLAND: Yes. This is Courtney. Can you hear me?

RANDALL BROWN: Yes.

COURTNEY RYLAND: So sorry. I am having tremendous technical difficulty. I am actually going to have to exit the meeting. But there are comments from Ms. Corhonda Corley and Dr. Charley Michel. Trying to get to that screen so I can read them. Ms. Corley, would it be a conflict of interest to have an agency have so much input in our executive director search. Has the DD Council created a rubric with a real vetting process in line with civil rights act. Dr. Michel says, will consideration be made to have virtual interviews, especially if the numbers of covid 19 infections continue to rise. I would be cautious of anyone who is applying for a position of this caliber and can't follow the directions for the application. If no cover letter is submitted and is a stated requirement disqualification seems to be appropriate. Ms. Susan R says I agree with Charlie. This is a high-level position that needs someone who at the very least follow directions and write a cover letter. And Ms.

Corley again states were these qualifications presented for the applicants prior to submitting.

RANDALL BROWN: Yes. And so thank you all for your suggestions. We're moving now to executive session where we will discuss all of the matters that are pertinent to this search. We are aware of the laws we are under federally and state that we have to follow. And so we will take all of your recommendations into consideration as we move into executive session and we will return once we have discussed the questions. Again, we are doing this because we don't want to give an unfair advantage to anyone who may watch this meeting now or later and who has applied. Or who may apply. So having said that, thank you all for your questions and comments. They are noted. And I am calling now for us to move to executive session. Can you send us a fresh link for that?

COURTNEY RYLAND: This is Courtney, and I will do that right now.

RANDALL BROWN: Thank you Courtney. We will return as soon as we have completed the work to the public session.

CHRISTOPHER RODRIQUEZ: We're going to get a link in our emails right now?

RANDALL BROWN: Yes, sir.

KAY IRVING: So we're going to leave this meeting?

RANDALL BROWN: You are going to leave this meeting. Courtney is going to send a fresh link. That is the one you click on. And then we will be in executive session once there. We will return to this link after we are done with executive session.

{Executive Session}

RANDALL BROWN: I want to make clear I did ask at the beginning of the session if everyone agreed. Making an effort to following all rules in regard to the law and standard HR practices. And also open meetings law. So I just want to make that clear at the outset we do, did all agree to the session. And having said that, now back in our public session. Welcome to everyone. Thank you for taking the time to be here. Put the agenda back on the screen for everyone to see. (inaudible) make sure those questions align with the job description as best we could.

And they will. And so we now have those developed. They will be used as accordingly. Just general questions that are examples of what might be asked. We will go over what can and can't be asked. Legally cannot be asked. Make certain the committee is fully aware of those. And as I your chair will make sure the committee is fully aware of what can and cannot be asked. The rubric has been developed to score the applicants as we move through process. Has been tailored to our needs. Based largely on the job description, which has been made public. But it is standard procedure to have some sort of scoring system for applicants with this large a pool and with this large committee as well. I did ask that of Kay and Kristian, and they assured me we are within bounds to do that. Compliant with all rules and regulations and such. So having said all that, are there any questions? Are there any questions from the committee or are there any questions from our public with us today? Hearing none, I think we have a lot of people who are in need to leave today for various reasons. I want to thank everyone for your attendance, suggestions and feedback. They were noted and used in our process. Thank you all for your involvement not only today, but as always in general. You are heard and we appreciate you. Having said that, I am going to move now to public comment. Are there any public comments?

SPEAKER: Corhonda Corley has her hand raised.

RANDALL BROWN: Yes, Ms. Corley. You have the floor.

CORHONDA CORLEY: The board for the executive director search, one I am inquiring on if we actually entered into a contact with Mr. Fleming considering that we consulted with him so much in regards to the requirements and the responsibilities for an executive director. Legally we cannot have him working for free. That is an EOC violation. I am encouraging our council to retroactive enter into a contract with Mr. Fleming for his diligence and hard work in regards to actually giving hours and hours and hours of information for consideration for the role and responsibility of an executive director for this search. Secondly, the organization in which we hired has actually breached the contract because they actually led us to believe that they were actually competent enough to fulfill our contract. So I actually encourage and urge our executive committee to look, reevaluate the contract in which we did and make the necessary changes. Third, I am

imploring and urging our council and the committee to actually be extremely accountable and transparent with this search. And remember that we are under a federal obligation to ensure that we have someone that is not only competent of the DD act, but also look at our hiring practices in which we have and that we have not been meet according to the civil rights act and other federal laws. So those are my encouragements for the council today. And I hope that the council takes these matters sincerely, as well as take them imperatively because they are of the greatest urgency. Thank you so much.

RANDALL BROWN: Thank you. Your comments are noted. Any other public comment? Hearing none, do I have a motion to adjourn?

STEVEN NGUYEN: I make a motion to adjourn.

RANDALL BROWN: Thank you, Steven. Do I have a second to Steven's motion.

MICHELLE GUILLORY: I second.

RANDALL BROWN: Thank you, Michelle. Do I have any objection? Hearing none, the meeting is adjourned. I want to thank you all for your participation today.