

Memo



To: Board of Commissioners
From: Carrie Monforte
Date: 2/24/2023
Re: Executive Session & Evaluating the Qualifications of Applicants

On the SharePoint site you'll find:

- **Ranking Grid**
Candidates are numbered 1-14. If any are added after this point, you they will be #15+. Excel and PDF versions.
- **Candidate Submitted Materials**
Numbered the same as the ranking grid, employment applications, resumes, cover letter packets, and supplementary info in some cases. One candidate only submitted a resume. Many candidates resubmitted their materials after receiving the updated job description.
- **The Entire Collection of Submitted Materials**
For ease of printing. If anyone would like a print copy of the applications, please let me know. It's going to be about 50 pages.
- **Commissioner Interview Questions Draft**
Krista says you're welcome to submit more questions to me.
- **Staff Interview Questions**
Coming soon.

When we prepare to break to Executive Session, we will advise the public we'll be in session for 90 minutes. We'll come back at the 90-minute mark and let them know if we need to go back into executive session, or we'll continue with the special board meeting.

Please be sure to RSVP to me whether you will attend the meeting. We strongly hope everyone will be present in person. The management of the online portion, going in and out of open session, will be tricky, and we don't want to inadvertently include the public in the executive session.

We request that everyone be fully prepared: having reviewed all the resumes, having ranked them, being prepared to briefly articulate their ranking reasoning, and agreeing that we'll extend interviews to our top 4 candidates.