

**North Country Health Consortium
Board of Directors Meeting
January 24, 2020
3:00 PM to 4:00 PM**

Present: Michael Counter, Ed Duffy, Mike Lee, Karen Woods

By Phone: Ken Gordon, Kevin Kelley, Tara MacKillop, Suzanne Gaetjens-Oleson

Staff: Francine Morgan, Karen Hoyt

Meeting was called to order at 3:05 by Mike Lee.

Mike Lee presented an overview of the plan of the recruitment process for NCHC CEO

- Francine Morgan's role will be to guide/coordinate this process:
 - Place ads
 - Communicate with staff
 - Update Nancy's job description
 - Assist the selection committee
 - Provide weekly updates to staff
- Karen's role will include:
 - Coordinate scheduling of meetings
 - Take meeting minutes
- Mike's role will include:
 - Provide periodic updates to the Board
 - To hold weekly meeting with Francine and Karen

Mike Lee reviewed what roles and responsibilities for the Selection Committee

- They will pre-screen applicants that meet the minimum requirements once established
- Decide on the strongest 2 to 3 candidates to attend a meet and greet events with staff at locations in Littleton and Bethlehem
- Will make a final recommendation to bring forth to the full Board of Directors

Mike Lee then asked for volunteers from the Board to be on the search committee

- Tara MacKillop
- Kevin Kelley
- Mike Counter
- Ed Duffy
- Mike Lee (non-voting member)

It was decided that there will be an equal amount of NCHC employees on the committee as well. Francine will ask the employees who were suggested if they would like to participate. If anyone asked to participate decide to apply for the position, an alternate will replace them on the committee.

Francine reported on a survey sent to staff today regarding traits/values/leadership styles.

- The survey was sent out earlier today with a request it be completed by 1/28/20.
- 16 employees had already responded
- Goal will be for 50% participation

It was suggested to send the survey to the Board of Directors to complete as well. Once information has been collected, it will be presented to the Selection Committee. From the information obtained, minimum job requirements grid and a job description will be created.

Mike Lee also address what will happen if a candidate has not been found.

- Input from Nancy will be asked
- Follow the Succession Plan and ask the first on the list to step in. Goal is to have someone hired by mid-April.

Once the minimum job requirements have been established, an internal environmental scan to see if there are any current employee to interested in applying.

Francine is pulling together a presentation that can be sent to prospective candidates that describes the North Country Health Consortium. The Board of Directors would also like a copy of the presentation.

Plan:

Week 1

- Next week to collect data, feedback from survey by Friday 1/31/20
- Finalize presentation for candidates

Week 2

- Search Committee will meet (Feb. 6th)
- Finalize the Job Description and post by February 10th.
- Decide where to advertise the position

The meeting adjourned at 3:40

Board of Directors Attendance 2019/2020											
Directors	Conflict Interest	Nov	Dec	Jan	Spec. Meet	Feb	Mar	Apr	May	Jun	Jul
Colby, Scott					Ab						
Counter, Michael	X	X	Ab	X	X						
Daley, Laurie		Ab	Ab	Ab							
Duffy, Ed, MD	X	X	Ab	X	X						
Field Sparks, Kristina	X	X	X	X							
Gaetiens-Oleson, Suzanne	X	X	X	X	X						
Gordon, Ken	X	Ab	X	X	X						
Kelley, Kevin	X	Ab	Ab	X	X						
Lee, Michael	X	X	X	Ab	X						
MacKillop, Tara	X	X	X	X	X						
Metzger, Curtis Rev.	X	X	X	X	Ab						
Nielson, Lars MD.	X	Ab	Ab	X	Ab						
Robillard, Jeanne	X	X	X	Ab	Ab						
Shanshala, Ed	X	X	X	X							
Woods, Karen	X	X	X	X	X						