

**NORFOLK COMMUNITY SERVICES BOARD
AD HOC INTERIM EXECUTIVE DIRECTOR SEARCH COMMITTEE**

**MINUTES
November 15, 2011**

225 W. Olney Road, Norfolk, Virginia

Members Present:

Kenny Bryant, Chair
Lewis J. Taylor, Ph.D.
Patrick D. Thrasher, M.D.
Dorothy Isaac

Staff Present:

Bill Forte, M.D., Chief Medical Officer
Robert Horne, Corp. Compliance Officer/Board Clerk

Advisors Present:

Absent:

Comprising a quorum of the members of the Ad Hoc committee of the board

Call to Order

The meeting of the Ad Hoc committee was called to order by the Chair at 4:00 p.m.

The Chair reviewed the goals and objectives of this Ad Hoc Committee. The committee has been tasked by the Board of Directors to search for and recommend to the Board an Interim Executive Director. The Chair indicated that per a meeting with the City Attorney, the City has determined that the Interim Director does not have to meet the requirements for the permanent Executive Director. The city also shared that they were willing to have the Board to select a permanent replacement Executive Director. This opens the possibility of pursuing these two searches simultaneously.

Last week the Chair and Dr. Taylor met with the Executive Team and asked that they draft a position description for the Interim Executive Director. The current position description for the Executive Director was also distributed. Dr. Forte shared some of the thinking of the executive team in the development of the position description for the Interim Executive Director. The Chair reviewed in detail the proposed position description for the Interim Executive Director. There was general discussion of the revisions proposed by the members. There was discussion regarding the provision that the Interim Executive Director would not have a written contract. It was requested that Dr. Forte speak to the Director of Human Resources on the committee's recommendation to remove the second paragraph as this same information is presented in the first paragraph under Essential functions.

Under paragraph 3 under essential functions, it was recommended that the reference to preparing the board meeting agendas as this is the responsibility of the board chair. It was recommended that entire document be reworked to be more grammatically correct. It was recommended that paragraph 8 & 9 under essential functions be combined. It was recommended that the term Norfolk CSB be used throughout the document.

There was a recommendation that the reference in the performance requirement section under minimum requirements to treatment approaches and research trends be removed and replaced with knowledge with mental health recovery model. It was suggested that there be a preliminary paragraph that indicates "the Interim Director should meet the following desired requirements:"

There was general discussion on whether or not to keep the requirement of a Master's degree as a minimum requirement. The recommendation was delete the sentence related to the degree requirement from this paragraph. It was recommended that the second paragraph be deleted in its entirety. The recommendation was to delete all paragraphs in this section beyond the minimum requirements. Under the Position content the reference to annual

review should be deleted. The header listed as Executive Director: Board Administration should also be deleted. Dr. Forte agreed to work with Joseph Shorter to revise the document.

The Chair shared about some contacts that had been made with individuals who may be appropriate and/or of interest to serve in the position as an Interim Executive Director. There was discussion from the members about networking efforts with the City, the Department of Behavioral Health & Developmental Services, and the Virginia Association of Community Services Boards. There was a recommendation that for the individuals identified, that they are contacted and inquiries be made as to whether or not they would be interested in interviewing for the Interim position.

The Chair identified that the goal was to get the Interim Executive Director position description to be prepared in final draft form by Thursday of this week. Secondly, that the individuals identified by the members of the committee be contacted as to their potential interest in the position. The committee discussed time blocks that could be set aside for the committee to meet to interview potential candidates.

Adjournment

The Chair adjourned the meeting at 5:03 p.m.

Respectfully submitted,

Kathy Weaver
Secretary

KW/rah