

North Central IA Regional Solid Waste Agency

Minutes of Special Work Session
May 15, 2019

The North Central IA Regional Solid Waste Agency Special Work Session of the Executive Board was held on May 15, 2019 at the Fort Dodge Growth Alliance Building, Fort Dodge, IA. Chairman Travis Goedken called the meeting to order at 5:36 P.M.

A. Members present: Dale Graham – Ellsworth, Jeffrey Halter – Fort Dodge, Donna Bice – Fort Dodge, Travis Goedken – Humboldt, Donovan Adson – Vincent and Jerry Kloberdanz – Webster City.

Also present were Callahan Municipal Consultants and Lori Lindstrom-CFO.

B. General overview of Work Session

1. Chief Operations Officer (COO) search process update – Callahan Municipal Consultants received 19 resumes.
2. Callahan stated 5 to 7 is the ideal number for the initial interview process.
3. May 21st will be the first interviews (Skype).

C. Time table for Search Process

1. Callahan reviewed the key dates with the Board Members
 - May 21st Skype interviews
 - June 1st interview the finalists
2. Board consensus on dates and times.
3. Candidates have been advised of time table in position profile.
4. Board needs to keep Callahan posted on changes to their schedule(s).

D. General Overview of Wage & Benefit Package – Summary

1. Board consensus on benefit package parameters.
2. Candidates' expenses to travel to Fort Dodge.

E. Overview of Upcoming Skype Interviews of Semi-Finalists – Tuesday, May 21, 2019

1. Review typical questions.
2. Selection of questions.
3. Selection of Semi-Finalists.

F. Finalists Interviews – May 31st and June 1st

1. Participants and role in process.
2. Time table for the activities.
3. Reviewed Callahan's Checklists.

G. Consultant Updates During Search Process

1. Phone calls to the Board Chair and CFO.
2. Written reports to Board Members sent via e-mail.
3. Report on Board Members rankings of candidates.
4. Trial run on Skype interviews prior to actual Skype interviews.

H. Next Work Session Meeting – Tuesday, May 21st

1. Skype Interview of Semi-Finalists and List of Questions.
2. Board Ranking System – Basis for the selection of the finalists.
3. Decisions regarding interview process of the three or four finalists.
4. Agenda to Lindstrom Friday, May 17th.

Comments – None.

Special Work Session adjourned at 6:31 PM.

Lori Lindstrom
Secretary/Treasurer

Travis Goedken
Chairman