



## **SPECIAL MEETING**

### **SHORTLISTING FOR EXECUTIVE DIRECTOR POSITION**

### **MINUTES**

June 08, 2022 at 4:00 PM

CTAC, 802 NW 5th Ave, Gainesville, FL 32601

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#### **Call to Order**

**Dr. Margarita Labarta called this meeting to order at 4:00 PM.**

#### **Roll Call**

**Dr. Margarita Labarta**

**Ms. Heather Akpan** (Alachua County HR Director)

**Ms. Katie Howard** (HR Consultant - James Moore & Co.)

#### **Agenda Review, Revision and Approval**

#### **Discussion**

Twenty-five applications were submitted for the Executive Director position. The eight applicants that met the minimum criteria in education and experience were sent the following pre-screening questions:

1. *What is your experience with program design and implementation, particularly with novel or innovative approaches? Describe one such project and what challenges you faced and overcame and how.*
2. *In what work environment do you thrive? What keeps you motivated?*
3. *What are your future goals? How does this position help you move towards your goals?*
4. *How would you describe your interpersonal skills?*
5. *Tell us about a time you used your analytical skills to discover a problem. What problem was discovered and what solutions were developed to address that problem?*
6. *What is your philosophy related to community development? Tell us about a community project you have managed or been involved in from inception to completion and the outcomes from that project.*
7. *Tell us about a time when you made a serious professional error, what you did to rectify it, and what you learned from the experience.*
8. *The Trust is committed to being innovative and collaborative. In your professional experience, describe the most innovative and collaborative experience that produced an exceptional outcome?*
9. *What salary are you looking for and when are you available to start?*

Six applicants returned the questionnaire.

Dr. Labarta, Ms. Akpan, and Ms. Howard individually reviewed the questionnaires and scored each candidate in each category on a scale from 1 (lowest) to 5 (highest), making 45 points a perfect score.

The committee held this public meeting to discuss their individual scoring in order to collectively choose the top three candidates.

Candidate 1 received a total of 104 points out of a possible 135.

Candidate 2 received a total of 102 points out of a possible 135.

Candidate 3 received a total of 105 points out of a possible 135.

Candidate 4 received a total of 81 points out of a possible 135.

Candidate 5 received a total of 85 points out of a possible 135.

Candidate 6 received a total of 79 points out of a possible 135.

Candidates 1, 2, & 3 will go on to final interviews with the Board of the Trust.

### **Adjournment**

**Chair Labarta adjourned this meeting at 4:27 PM.**