

## *Staff Resources Committee*

### *Music Director Search Team Minutes 02/03/16*

The Director of Music Search Team met Wednesday 02/03/16 at 12:30PM. In attendance were Leslie Cook, Bob Hicks, Don Pyne, Judy Weaver, Sheri Novak and Karl Love. Rabbi Chava Bahle was attending a conference out of state.

The Committee received two applicant requests. We reviewed the applicants and although they appeared to be excellent we decided to further advertise in the hopes of enlarging the selection pool. We agreed to list again on Craig's List and on the Ticker. We also agreed to explore advertising in the Record Eagle.

We plan to invite our best two candidates to guest conduct the Vocal Ensemble, most probably in March. This will allow us to review first hand their work and for feedback from the Music Committee (and Vocal Ensemble).

We discussed the interview process. We will conduct interviews that are scripted with a panel of three, one to be the lead interviewer to keep the process focused and open and comfortable for the applicant. The Staff Resources Committee will fine-tune the process and the questions at the next scheduled meeting.

### *Staff Resources Committee Minutes 02/09/16*

Rabbi Chava Bahle, Sheri Novak, Leslie Cook and Karl Love meet for the committees scheduled meeting. Most of the meeting was devoted to the search for a Music Director. Our recent advertising as brought a third and fourth applicant.

We reviewed the process, which will occur as follows:

Acknowledgement of our receipt of application.

First interview with the panel including one of the co-chairs, the Business Administrator and a Music Liaison.

Review of interviews to select the best two candidates.

Second interview, with a panel of Senior Spiritual Leader, Committee co-chair and a Music Liaison (as warranted)

Checking of references and completion of background checks.

Guest conducting by applicants.

Final review of applicants with input from the Music Committee via the Music Liaisons.

Recommendation to hire to the end of fiscal 2016-2017 made to the Board of Trustees.

The committee then went over our past interview questions. We adapted and adopted questions that were deemed appropriate to this position and added new questions specific to the job description of the position. These will be revised and emailed to the committee for final approval prior to first interviews. We intend to manage the interview with the candidate to approximately 45 minutes each.

In other business, the committee discussed evaluations. Our goal is to complete all evaluations prior to the end of April. We further agreed to advance the completion date each subsequent year with the goal of ultimately completing evaluations by November 30<sup>th</sup>.

We discussed that our Senior Spiritual Leader has yet to receive an evaluation. We as a committee believe that the Committee on Ministry should be charged with shaping the evaluation. Karl will contact the committee. Once the evaluation is prepared we recommend that the chair of the Committee on Ministry and the president of the Board of Trustees will complete the review. The Staff Resources Committee will report to the Board of Trustees in closed session after all evaluations are complete.

Lastly, we discussed the Personnel Policy Manual. This manual is the culmination of four years of labor. Prior to our next meeting Leslie will review final editing. Karl will complete the final draft of the Employee Dispute Resolution process and the draft of Serious Disciplinary Action protocol. Our next meeting will be March 7<sup>th</sup> at 12:30 for the sole purpose of preparing our manual for Board approval and publishing it on our website. This committee is very proud of the work that has been completed by all committee members since 2013.

Respectfully submitted,

*Karl D. Love, Co-Chair*