Interstate Commission for Juveniles
Executive Director Search Sub-Committee Call
4/10/2009

In Attendance:
1) Donna Bonner (TX) Commissioner, Commission Chair
2) Larry Callicutt (MT), Commissioner, Vice Chair
3) Terry Clark (PA) Commissioner, Eastern Region Representative
4) Judy Miller (AR), Designee, Southern Region Representative

Absent:
1) Dennis Casarona (KS), Commissioner, Treasurer

• Keith Scott started the meeting by letting everyone know he was not in the office and was not in front of a computer.
  o Keith let the group know that he thought they were making really good progress. He thought it was a reasonable goal to have an executive director in place around the time of the annual meeting. Keith noted that we are moving considerably more quickly than that adult compact did in their search.

• The first thing Keith recommended the sub-committee do was determine which position description they preferred. Keith noted that the sub-committee can select one of the options provided, develop a hybrid from those options, or start over from scratch.
  o The group also needs to determine how they want to advertise the position and establish a timeline moving forward.

• Chair Bonner has not selected a chair for the committee. It may not even be essential to select one.

• Without a chair, Keith opened the call to discussion about which template the group preferred.
  o Larry Callicutt preferred the ICAOS template with some modifications.
  o Judy Miller asked who was responsible for the strikeouts in the draft.
    ▪ Keith notified the sub-committee that CSG’s HR department made them. They were simply guessing what was appropriate for the announcement. The document can be modified if that is the preference of the group.
  o Larry Callicutt asked a question about “community based corrections” and if that eliminated institutional types. Because it was unclear, Keith thought the wording may need to be adjusted if the sub-committee does elect to include both.
  o Judy asked if we want to use the word juvenile in the experience section.
    ▪ Donna thought this was appropriate.
  o Terry Clark thought we should require a master’s degree. He felt that was appropriate for this level of position.
    ▪ Donna suggested we defer this issue until Dennis was able to participate and the group agreed to this.
  o Donna asked about the classification of G15. She was unsure if that was a Federal classification or a Kentucky classification.
    ▪ Larry thought Federal was “GS”
- Crady deGolian agreed to double check with CSG’s HR department for clarification.

- Keith next asked if the group had any other comments on the education/ experience section.
  - Judy Miller asked if Terry would be more comfortable with the wording in the education section of the APPA listing. Terry thought this was much better. He did think “at least eight years” was too high an experience requirement.
    - Donna raised a concern about striking a balance between education and experience.
    - Group thought five years experience was appropriate in addition to whatever they decide is appropriate for required education.

- Donna asked if the group would like to reinsert any of the language that was removed on the ICAOS listing.
  - Judy thought we should include the “issue legal advisory opinions” bullet.
    - Keith thought this was appropriate and Terry agreed. Crady reinserted it into the working draft.
  - Judy also raised a question about the last bullet, which requires the executive director to assist in state council development.
    - Terry agreed with Judy’s suggestion, though he thought it may need to be reworded (see working draft for change).
  - Terry also thought it was appropriate to reinsert the bullet about monitoring the appointment of commissioners and Donna agreed (see working draft for change).
  - Terry next asked about “nationwide programs” under the adult compact. He thought we should include this bullet, but that it should be edited (see working draft for changes).
  - Donna thought it was appropriate to include the bullet about developing policy for the national office. She also thought it was appropriate to include language about working in consultation with the Executive Committee.
    - Judy asked what the primary differences between the executive director and the Executive Committee were.
      - Terry thought the primary role of the executive director was to run the day-to-day operations of the Commission.
      - He added that the Commission decides what they want to happen and the Executive Director is responsible for making those things happen.
      - Keith added that they work in tandem with one another.
    - Judy asked who has final say in the policies of the commission.
      - Donna noted that ultimately the commission has the final say.
    - Keith thought that we may need to clarify this further in the bylaws. He thought it would be appropriate to discuss this with Rick Masters to determine what is appropriate.
    - Judy asked that we double check to ensure the requirements of the executive director laid out in the compact are include in the job postings.
      - With that in mind Keith suggested we agree to revisit this on the next call.
For clarification, Donna asked if CSG would continue in the secretariat role, as referenced in the first paragraph, even after an executive director is hired.

- Keith noted that the executive director becomes the secretary, but CSG will remain as the secretariat.

- Keith thought ultimately the commission would expect the executive director to function in a similar manner to how the executive director of ICAOS functions.
  - Terry agreed with this. He added that we do not want to try and create something new from scratch

- Keith next asked if there is anything that is stricken from the first set of bullets that the group would like to keep stricken.
  - Terry thought it may be appropriate to make some kind of statement at the beginning of the first set of bullets noting that everything the executive director does is at the direction of the commission (see document for changes).
    - Judy thought this was an excellent suggestion.
    - Keith did state we need to be careful not to hinder the executive director too much day-to-day.

- Donna also noted that the executive director and their staff will be responsible for setting up meetings, sending out dues notices, and other details. Some of this is covered already in the draft template and some of it needs to be added for clarification.

- Keith noted that he needed to leave the call at this point. He also thought the sub-committee should pick up the discussion on a future call.
  - Donna agreed with Keith. She asked Crady circulate the draft language to the group and also asked that the sub-committee set-up another meeting.
  - The group settled on April 30 at 11:00 AM for the next call and agreed to use Go To Meeting once again.
    - At this point Donna adjourned the call.