In Attendance:
1) Ray Wahl (UT) Commissioner – Sub-Committee Chair
2) Dennis Casarona (KS) Commissioner
3) Keith A. Scott, CSG
4) Crady deGolian, CSG

Absent:
1) Terry Clark (PA) Designee
2) Judy Miller (AR) Designee

• Crady deGolian called the roll. There was not a quorum present on the call.
  o Chair Wahl and Dennis Casarona agreed to have an informal discussion about the
    process in the absence of a quorum.
• Chair Wahl and Dennis Casarona both thought the job description was ready to be
  posted.
  o Both Ray and Dennis thought the description would draw candidates.
• Chair Wahl spoke with Carl Wicklund of APPA about appropriate places to list the job
  description.
  o Carl thought it would be a good idea to have ICAOS send out the posting and also
    to advertise the position through the International Community Corrections
    Association (ICCA). APPA also agreed to post the description on their Web site.
    Carl did not think it was necessary to circulate the listing through CSG’s standard
    means.
  ▪ Keith Scott thought all three of these were good suggestions.
• Dennis Casarona noted in his opinion professional experience as an Executive Director
  was more important to the position than working knowledge of the compact.
  o Dennis thought the technical knowledge was pretty easy to learn.
• Dennis Casarona asked if there was an association of Executive Directors.
  o Ray noted that there is one in the Juvenile Justice field. He thought the
    Association of Juvenile Corrections would be a good place to draw potential
    candidates.
  o Ray also asked if CSG has a connection with the Kentucky’s Department of
    Juvenile Corrections. Keith Scott acknowledged that CSG has an indirect
    relationship.
  ▪ Ray thought tapping into local connections would be a good idea.
• Chair Wahl added that the Sub-Committee needs to be aware of costs when advertising
  the position.
  o Ray noted costs can add up quickly.
• Keith Scott stated that ideally the advertising period for the position would be 30 days.
  o Both Ray Wahl and Dennis Casarona thought 30 days was appropriate.
  o Ray did suggest trying to tie the resume review process in with the Executive
    Committee’s meeting in Lexington.
• In that case it may be better for the Executive Committee to meet the week of July 27th.

• Keith Scott agreed to seek final approval from CSG’s HR Department for the posting.
  o Chair Wahl also suggested convening an additional meeting of the Sub-Committee to seek their approval since quorum did not exist on today’s call.
    ▪ Keith thought this was an excellent suggestion.

• Keith Scott thought the first round of interviews would be conducted over the phone. The second round of interviews could then be conducted at a central location that would be easy for people to fly in and out of. Chair Wahl agreed with this suggestion.
  o Dennis Casarona asked if there had been any discussions about how the second round of interviews would be conducted.
    ▪ The consensus of the group was that the Executive Director Search Sub-Committee should conduct both rounds of interviews.
  o Dennis thought it would be appropriate for Keith Scott to participate and represent CSG throughout the interview process.

• Keith Scott raised a question about advertising the position through online job sites.
  o The group was unsure how much it cost to advertise a position on those types of sites.
    ▪ Keith agreed to research this issue.

• Chair Wahl suggested the Sub-Committee meet once more at 10 AM EDT on 6/25/09 before the next Executive Committee call.
  o Ray would like to be able to finalize the description, develop a time line moving forward, and begin discussing the interview process.
    ▪ That would allow Chair Wahl to report to the Executive Committee during the next scheduled call.

Sample Timeline:
1) Job Description Posted – **First Week of July**
2) Application Closing Date – **First Week of August**
3) Review of Applications – **Second Week of August**
4) Initial Phone Interview – **Third and Fourth weeks of August**
5) Final Interviews (Location TBD) – **Middle of September**
6) **Possibly do personality testing – Mid to Late September**