

Search Committee Minutes
July 12, 2013

Present for the meeting of the Iowa Public Radio, Inc. Search Committee held on July 12, 2013 at the Wells Fargo Advisors office in West Des Moines, Iowa, were Vice Chairman Doug West and Directors Steve Firman and Warren Madden. Kelly Edmister, Interim Executive Director, was also in attendance.

Vice Chair West called the meeting to order at 2:34 p.m. Roll call was taken:

Steve Firman – present
Warren Madden – present
Doug West – present

Agenda

Vice Chair West requested approval of the agenda. Director Madden moved and Director Firman seconded to approve the agenda as presented. Motion approved.

Minutes

Vice Chair West requested approval of the May 10, 2013 minutes. Director Firman moved and Director Madden seconded to approve the minutes as presented. Motion approved.

Search Process and Timeline

Vice Chair West reviewed the proposed search process and timeline, noting the following:

- The Executive Director position was posted in May
- The application period closed at the end of June and individuals inquiring after the deadline will be informed the application period has closed
- Forty-five individuals applied, of whom three have since withdrawn from further consideration, for a total of forty-two candidates for the position

Vice Chair West then reviewed the process for determining whether the candidates met the qualifications, noting that each candidate was reviewed against the stated minimum and preferred qualifications. This yielded eighteen candidates that were considered to be qualified.

The candidates were provided with a notification stating that Iowa Public Radio, Inc. is a public entity, and as such, their application materials would be subject to open discussion. Candidates were given the opportunity to request their materials be considered confidential information and in closed session.

Vice Chair West shared that the Search Committee's goal was to reduce the candidate field further to a list of candidates with whom to conduct phone interviews. These 45-minute interviews would be conducted by the Search Committee and Edmister. Following the phone interviews, references would be checked by Edmister.

Discussion then moved to selecting questions for the phone interviews. Director Madden noted that confirmation of the salary range should be done. Edmister shared that she would confirm salary range as part of the scheduling process.

Applicant review

Vice Chair West then discussed the process for reviewing the eighteen candidates presented. Seven candidates not requesting closed session for review of their application materials were then evaluated.

Closed session

Director Madden moved to enter closed session pursuant to Iowa Code Section 21.5(1)(a) to review or discuss records which are required or authorized by state or federal law to be kept confidential as a condition for that governmental body's possession or continued receipt of federal funds. The motion was seconded by Director Firman. A roll call vote was taken:

- Steve Firman – aye
- Warren Madden – aye
- Doug West – aye

The Search Committee convened in closed session at 3:15 p.m.

The Search Committee reconvened in open session at 3:43 p.m.

Review of applicants considered in closed session

It was determined that seven individuals would move forward in the search with phone interviews being the next step. The seven candidates are:

- Candidates from open session
 - Debra Fraser
 - Henri Pensis
- Candidates from closed session:
 - Candidate #10
 - Candidate #14
 - Candidate #15
 - Candidate #17
 - Candidate #18

These candidates will be contacted to schedule phone interviews. Edmister will schedule the phone interviews targeting 2 days during the week of July 22.

Vice Chair West adjourned the meeting at 3:48 p.m.