

Search Committee Minutes
July 30, 2013

Present for the meeting of the Iowa Public Radio, Inc. Search Committee held on July 30, 2013 at 1350 Beardshear Hall, Iowa State University, Ames, Iowa, were Director Warren Madden and Kelly Edmister, Interim Executive Director. Vice Chair Doug West and Director Steve Firman joined the meeting by telephone.

Vice Chair West called the meeting to order at 4:03 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 Firman moved and Director Madden seconded to approve the agenda as presented. Motion approved.

Minutes

Vice Chair West requested approval of the July 24, 2013 minutes. Director Madden moved and Director Firman seconded to approve the minutes as presented. Motion approved.

Closed session

Director Madden moved to enter closed session pursuant to Iowa Code Section 21.5(1)(a) and Iowa Code Section 21.5(1)(i) 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 and to evaluate the professional competency of individuals whose appointment or hiring is under consideration when necessary to prevent needless and irreparable injury to their reputation and the individuals have requested a closed session. 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 4:05 p.m.

The Search Committee reconvened in open session at 4:28 p.m.

Review of Applicants Considered in Closed Session

Based on the review of the reference checks completed, Vice Chair West asked the committee if all 4 candidates should continue in the process. It was determined that candidates #2, #4, #15 and #18 will continue in the process and be offered in-person interviews.

Search Process and Timeline

Vice Chair West started the discussion on the process for scheduling in-person interviews. Edmister reported that based on the schedule information provided, August 26th was the first day all members of the committee were available. It was determined that in-person interviews would be scheduled for Monday, August 26th.

Edmister reviewed tentative flight schedules and stated it would not be feasible to complete all interviews in one day without commitment from the committee to start early and stay late. It was agreed that this would be done and that completing one interview on the afternoon or evening of August 25th was a possibility as well. Interviews will be scheduled for 2-hour intervals with 30 minutes in between. Edmister also indicated it may be necessary to ask candidates to arrive the night before or to stay over. Vice Chair West discussed the costs associated with the flights and possible hotel expenses. Edmister indicated that holding the interviews on a Monday would allow candidates time to visit Des Moines over the weekend which can be a good indication of interest. The Doubletree Hotel at the Des Moines airport is tentatively scheduled for the interviews.

Director Madden asked if other participants would be included in the process at this point. It was determined that once the interviews had been scheduled, the full Board would be made aware of the schedule and invited to attend if their schedules permitted. Vice Chair West indicated additional staff would not be involved at this point in the process.

Edmister requested guidance on responding to applicants who have inquired about the status of the search. Vice Chair West asked the committee if there were any candidates in the pool that would be reconsidered, if necessary. It was determined that the current pool of candidates would not be reconsidered if that was necessary at a later date. Edmister was instructed to update the candidates about the status of the search.

Edmister asked what information, if any, would the committee like provided to the candidates in preparation for the in-person interviews suggesting that the strategic plan and organization chart should be provided. It was suggested that information be obtained from the State of Iowa website and the Des Moines Chamber of Commerce or Economic Development Department. Edmister will prepare packets to be sent to the candidates in advance of the 26th.

Director Firman moved and Director Madden seconded to adjourn the meeting. Motion approved. Vice Chair West adjourned the meeting at 4:52 p.m.