

KCCA Board Advisory Committee

January 16, 2023

Minutes

KCCA Board member present: Jim Minor

Advisory Board members present: Benson Meyers, Sandi Fuhrman, Elaine Simms, and Julie Strand.

A couple of residents attended.

Julie has prepared a draft KCCA recruitment and hire packet for the board. It includes:

- salary research
- administrator job description
- recruitment
- interview process
- employment offer
- a post-hire plan

Julie summarized each section. A finalized plan will be prepared for the KCCA board's consideration.

Benson suggested that a non-professional management resident or member of the BAC participate in the initial interview. It was also discussed if there should be an opportunity for select staff to meet the applicant and learn of their qualifications for the administrator position. Sandi suggested that the plan include the possibility of using a recruiting firm to find the best qualified applicants for the administrator position. Should a tour of our facilities be included in the hiring process? A criminal history background check will be part of the final hiring process.

These minutes were recorded by Benson Meyers.