

KCCA Board Advisory Committee

March 13, 2023

Minutes

KCCA Board members present: Jim Minor, Bryan Daum.

Advisory Board members present: Beth Freeman, and Julie Strand.

Residents also attended.

GNSA (KCCA's payroll provider) confirmed that they do have a recruitment module available at a cost to implement (6-8 week implementation) and a subscription cost. KCCA does not need this option or the expense that goes along with it, not to mention the delay in timing. BAC will move forward with the process of managing the recruitment manually, following the guidelines approved by the Board.

The first priority of the BAC is to get the Community Manager job posted. BAC will post the job as noted in the recruitment plan with Indeed, State of Oregon, LinkedIn, CAI. We will also be adding Mac's List which caters to non-profits. The application form is under review/revision, a final draft will be delivered in the next week for Board review. Mary Delamater has offered to help the BAC with forms creation and links within postings if needed. Posting cost has been approved in the recruitment plan approved by the Board. In the interest of transparency, BAC estimated a maximum of \$4,000 cost depending upon length of time the postings need to remain active for KCCA to get qualified applicants for the position. Board will handle financial aspects of the recruitment process.

These minutes were recorded by Julie Strand.