

Agenda Item 12. Executive Committee Report

- a. Recommendation for Executive Director

Additional Committee Documents:

- Board Update
- Executive Director Search Timetable
- Executive Committee Hiring Process

To: Nebraska Environmental Trust Board
From: Nebraska Environmental Trust Executive Search Committee
Re: Progress update
Date: November 5, 2021

Our Executive Director search is on schedule. Based on our progress so far, we anticipate presenting the board with the top candidate or candidates for interviews on December 2, as planned.

We posted the position profile on Indeed, Govjobs.com, the Texas A&M job board and the Nebraska state government job board. Our committee and other board members have also distributed the description to colleagues and supporters of The Trust and responded to inquiries.

The deadline for applications was October 22. Our consultant has received and acknowledged every application and has delivered all application material to the committee for its review. We have a total of 61 applicants.

Our consultant screened all applications, applying the criteria stated in the profile, with a particular emphasis on:

- Executive Director or senior management experience
- Experience in agriculture, conservation, or environmental fields
- Government, public policy, communication experience
- Grant making experience
- Diversity
- Nebraskan or Nebraska-related experience

Applying these criteria, we have narrowed the field to 6 candidates, who the committee will interview in the coming weeks. We have assembled a strong slate of candidates, who reflect experience and diversity relative to each of the key topics listed above.

We anticipate learning a great deal from meeting with these candidates, as we consider our needs and expectations of the new Executive Director. We look forward to sharing that learning and our insights with our board colleagues when we assemble in December for the final steps in this process.

NET Executive Director Search 2021 Proposed Timetable

Task	Date(s)
1. Post Position/Advertise and Accept Applications	09/17/2021
2. Prescreening of Applicants	09/17/2021 to 10/22/2021
3. Deadline for Applications	10/22/2021
4. Notification of Applicants to be interviewed	11/05/2021
5. Interviews Conducted	11/08/2021 to 11/26/2021
6. Recommendation of Search Committee to Board	12/02/2021

Proposed Hiring Process and Timetable for NET Executive Director: (for consideration at September 8, 2021 Board Meeting) *

1. First Meeting of Executive Committee (EC) for Hiring Process **(August 31, 2021)**
 - a. EC members to serve as search committee for NET Executive Director
 - b. Discussion of utilizing Ford Webb Associates to support search
 - c. Discussion of proposed process and timetable
2. Advertise/Accept Applications **(September 10, 2021)**
3. Potential Pre-Screening Process **(Sept. 10 to Sept. 24, 2021)**
 - a. Delegated to the EC Chairman.
 - b. Examines applications to ensure that they met any advertised requirements (work experience, education etc.)
 - c. May be done with the assistance of Human Resources/DAS or Consultant
 - i. EC Chairman may also consult with other members of the EC on the process.
 - d. The EC Chairman has the final say for any applications rejected as part of this pre-screening process.
4. Re-Advertise for Applicants if Needed **(may require resetting timetable)**
 - a. At the discretion of the EC Chairman.
 - b. re-advertise position if the EC Chairman believes there are not a sufficient number of quality applicants.
 - c. Deadline for applications **(Sept. 24, 2021)** is set so that applications are received prior to the next meeting of the EC.
5. Application Materials Distributed to EC Members **(September 27, 2021)**
6. Application Materials are Reviewed by EC Members **(Sept. 27 to October 3, 2021)**
 - a. Applications are scored using a framework agreed to by EC
 - b. Once an EC member has completed their review and scoring they submit their scorecards to the EC Chairman **(no later than October 3, 2021)**
7. Prior to Second Meeting **(October 4, 2021)**
 - a. Scorecards will be totaled and an aggregate score produced.
 - b. A list of the aggregate scores from highest to lowest will be distributed to the EC members prior to the second meeting.
8. Second EC Meeting **(October 4, 2021)**
 - a. Chairman Report
 - i. Update about any activities that occurred outside of the meeting and giving a general overview of where the EC is at in the process.
 - ii. items to be discussed:
 1. Number of applications received.
 2. If Pre-Screening occurred, report of the number of applications which were rejected.
 3. If position was re-advertised and number of additional applications received from re-advertisement.
 4. Remaining number of applicants that are under consideration.
 - b. EC moves to a discussion of the applicants.
 - c. After the discussion the EC will decide of who will be shortlisted.

- i. Initial motion will be that applicants with the top three aggregate scores will be advanced to second round of consideration.
 - 1. This motion may be amended to include more or less than three candidates or may swap one candidate for another candidate.
 - ii. After any discussion on the motion and any amendments are resolved, the shortlisted candidates will be advanced by a majority vote of the EC.
9. Notify Shortlisted Individuals **(October 5, 2021)**
 - a. After the shortlist of applicants is determined, they will be notified that they have been shortlisted.
 - b. Notice should include an outline of the next steps in the process, the date/time of the interviews, and any additional documentation that needs to be provided (may include requesting a short presentation prepared by the applicant on what their vision is for the leadership and management of the NET.)
10. Interviews Conducted **(October 11-29, 2021)**
 - a. May be conducted online or in person as required.
11. Third EC Meeting **(November 1, 2021)**
 - a. Chairman Report
 - i. This is an update about any activities that occurred outside of the meeting and giving a general overview of where the EC is at in the process.
 - ii. Some items to be discussed:
 - 1. Report on the interview process.
 - b. EC moves to a discussion of the applicants
 - c. EC votes on applicants to send to NET Board for consideration
 - i. EC members may make a motion to advance one or more shortlisted applicants as finalists for consideration by the full NET Board.
12. NET Board Meeting **(November 4, 2021)**
 - a. EC Chairman will deliver the recommendation of the EC.
 - i. If it is a single applicant that was advanced:
 - 1. The applicant will present their vision statement.
 - 2. Short question and answer time with the Board.
 - a. Should be primarily open to the public but a board member may move to a closed session for limited questions for the protection of the applicant's reputation. Note, the applicant can request that any closed session on them be held in open session instead.
 - ii. If more than one applicant:
 - 1. Applicants will take it in turns to present their visions statement and take questions from the Board.
 - a. Should be primarily open to the public, but a board member may move to a closed session for limited questions for the protection of the applicant's reputation. Note, the applicant can request that any closed session on them be held in open session instead.
 - b. Board may then discuss applicant(s).

- i. Discussion should primarily be held in open session.
- ii. Discussion may be held in closed session for the protection of an applicant's reputation, if necessary.
 - 1. An applicant can request that any closed session on them be held in open session instead.
 - 2. No decisions may be made or votes held during the closed session.
- c. Board may then move to make an offer to one of the finalists for the position.
 - i. Closed session may be held after motion is approved in order to discuss the salary that will be offered and any other points required for a negotiation with the applicant.

***All dates subject to change as circumstances dictate**