

**Rose Villa Inc. Board of Directors
Ad Hoc Meeting Minutes
July 12, 2023**

Directors present: Glenn Rodriguez, Eleanore Hunter, Wade Clowes, Kirsten Jacobs, Doug Morris, Ron Stock, Susan Nestor, Cindy Brown

Staff/Others present: Bill Rector, Steve Morris, Beth Knoll

Glenn Rodriguez called the meeting to order at 12:01 PM.

Meeting Agenda

Single item agenda to review and approve CEO search process and committee.

At the Executive Session after June's meeting, Vassar Byrd shared her decision to leave Rose Villa. Glenn Rodriguez and Eleanore Hunter as Board representatives met to determine the process. Solid Ground was ultimately chosen as the consultant due to their unique process of getting to know the Rose Villa community. They were also cost effective. After Cynthia Winter recommended that a communications specialist be brought on board, Rose Villa retained and has been working with Lynn Public Relations, which was recommended by BrandMETTLE, our marketing consultants who know Rose Villa well.

Discussion re: the search process, which will happen in four phases:

1. Needs analysis
2. Recruitment
3. Interview and selection
4. Board choice

The goal is to bring a new candidate on board by the end of 2023.

Discussion re: timeline and Board responsibilities. The Search Committee will be responsible for screening candidates. The Board will be involved with developing the job description with Rose Villa's HR Department, interviewing the final candidates, and is ultimately responsible for hiring the new CEO. Updates will be on every Board meeting agenda and the Board will be included in all communications from Rose Villa to residents, staff, and other stakeholders.

Discussion re: process. Cynthia Winter from Solid Ground Consulting will manage the process. Final candidates will be on campus for tours, in-person interviews, and other meetings as requested.

Discussion re: resident involvement. The Resident Council will be involved in late-stage interviews and the resident Board members will have valuable input. Glenn noted that there are established bookmarks for each phase of the process and there is a hierarchy of multiple interviews.

Eleanore explained the makeup of the Search Committee:

1. Three Board Members
 - a. Eleanore Hunter (chair)
 - b. Wade Clowes
 - c. Kirsten Jacobs
2. Two Rose Villa staff
 - a. Michelle LaCroix, HR Director
 - b. René Swar, Wellness Director
3. Three Rose Villa residents
 - a. Judie Hansen
 - b. Jean Lofy
 - c. Bill Cunitz

Motion to approve the process and the committee by Cindy Brown, second by Wade Clowes. Approved with no further discussion, no opposition, no abstention.

Meeting adjourned at 12:30.