

Reading Municipal Light Board of Commissioners
Search Committee
230 Ash Street
Reading, MA 01867
September 5, 2012
General Manager's Search Committee

Start Time: 7:30 pm

End Time: 8:28 pm

Committee Members

Philip B. Pacino – RMLD Commissioner

Marsie West – RMLD Commissioner

George Hooper – CAB Member

Staff:

Beth-Ellen Antonio – Human Resources Manager

Attendees:

Gina Snyder

Laurie Ann Sylvia

Thomas Schibilio

Mr. Pacino called the meeting to order and said that the job description and advertisement of the job needed to be reviewed. Mr. Pacino said that the Search Committee had also received some input from the employees.

Ms. Antonio said she would like to get agreement this evening on the advertisement for the General Manager's job so she could get it advertised.

Ms. West said that there needs to be more detail to the RMLD General Manager's job description and advertisement. Ms. West described the edits she made to both.

Mr. Hooper said that the advertisement should not be too wordy and it should be kept to the point of the General Manager's duties and responsibilities.

Mr. Pacino said that Massachusetts General Laws – Chapter 164 described a lot of what the General Manager's duties and responsibilities should include.

Edits to the General Manager's job advertisement were discussed.

The committee agreed to a September 28, 2012 deadline for resumes for the General Manager's job.

The Search Committee directed Ms. Antonio to advertise the General Manager's job description including the edits made by the committee. Ms. Antonio said that she would advertise in NEPPA, APPA, and on RMLD's website.

Mr. Pacino asked if the committee needed an outside resource in the process. Ms. West said that she thought a technical resource would be useful during the screening process. Ms. Antonio said there is one technical resource that has been identified and possibly a second.

Mr. Pacino then discussed the screening process and stressed the point that confidentiality in the screening process is important. Ms. West said that she thought six initial interviews and two to three finalists would be sufficient. Ms. West also thought that telephone interviews screening might be an alternative.

Ms. Antonio said that when she receives the resumes she would screen them and set up a spreadsheet of the criteria and the content of the resumes. Ms. Antonio said the Search Committee will receive a copy of the resumes she receives.

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Ms. Antonio said that the RMLD uses a Caliper Test that is a personality profile of job candidates. The Caliper Profile is an indicator of whether an employee is geared toward the job for which they are applying. It is a tool that the RMLD uses in the selection process of job candidates.

The Search Committee discussed the schedule and decided that they would meet on October 3, 2012 at 7:30 pm at the RMLD. Mr. Pacino said that at the October 3 meeting they would start in Open Session and then go into Executive Session to discuss resumes and screen applicants.

The Search Committee then discussed the criteria to be applied to the resume screening process. Ms. West said that Ms. Antonio should send out the draft of her criteria and the Search Committee members can send the comments back. Mr. Pacino said that the criteria should be made public after the selection process is complete. The final criteria should be developed by the middle of next week.

Ms. Antonio suggested that the committee might need more than one meeting to screen the resumes. The Search Committee will schedule another meeting at the October 3 meeting.

Mr. Pacino said that if the committee requires a second meeting it should be on October 10. Preliminary interviews, including phone (pre-screening) interviews, should occur between 10/11 through 10/19.

Mr. Pacino said that the RMLD Board might want to consider performing the final interviews at one meeting and discuss the candidates and vote at another meeting.

Ms. West asked about the next steps for the technical assistance and how to coordinate that. Ms. Antonio said that would be considered after the resumes are screened and preliminary interviews are set up. Ms. Antonio will get that information to the Search Committee.

Ms. West would also like to see a Transition Plan with a write up of the General Manager's duties and responsibilities so there will be a smooth transition in leadership.

Adjournment

At 8:28 p.m. Ms. West made a motion seconded by Mr. Pacino to adjourn the Regular Session.

Motion carried 3:0:0.

A true copy of the RMLD Search Committee minutes
as approved by a majority of the Search Committee.

Philip B. Pacino, Chairman
RMLD Board of Commissioners