



CEO SEARCH COMMITTEE AGENDA

DATE: October 31, 2018
TIME: 1:00 PM
PLACE: 21 W. Church Street
8th Floor

	Responsible Person	Action (A) Info (I)	Total Time
I. OPENING CONSIDERATIONS	Husein Cumber		
A. Call to Order			
B. Adoption of Agenda		A	
C. Approval of Minutes – July 16, 2018	Melissa Charleroy	A	
II. NEW BUSINESS			
A. Discussion and Short List of Candidates	Husein Cumber	A	70 mins.
B. Next Steps	Kay Fuhrman	I	10 mins.
C. Other New Business			10 mins.
D. Announcements			
1. Schedule Next Meeting as Appropriate			
E. Adjournment			

I. C.
10/31/2018

JEA
CEO Search Committee Minutes
July 16, 2018

JEA's CEO Search Committee met in a noticed meeting on Monday, July 16, 2018 in the 8th Floor Conference Room, 21 W. Church Street, Jacksonville, Florida 32202. Present were Committee Chair Husein Cumber, Board Chair Alan Howard and April Green. Also in attendance were Jody Brooks, Vice President & Chief Legal Officer and Angie Hiers, Vice President and Chief Human Resources Officer.

Mr. Cumber called the meeting to order at 12:03 PM and reviewed the items to be covered at today's meeting including: Managing Director/Chief Executive Officer Position Specification, CEO search timeline and salary.

Mr. Cumber turned the meeting over to Kay Fuhrman, Partner, Heidrick & Struggles and noted Ms. Fuhrman previously conducted one-on-one calls with Committee Members. Ms. Fuhrman reviewed the draft CEO Position Specification. Committee Members reviewed and provided feedback on each section of the Position Specification. At the request of Committee Chair Cumber, Ms. Fuhrman will make a notation of each call with Committee and Board Members as a matter of public record.

Ms. Fuhrman and Sean O'Neal, Engagement Manager at Heidrick & Struggles reviewed salary information with the Committee. Committee Members held discussions regarding the interview processes including: assessments, background checks, review of education credentials, and character reviews from previous employers and Board Members.

The CEO Search Committee reviewed and discussed a proposed timeline that will be presented for action at the July 30, 2018 Board meeting. The "JEA CEO Search Timeline" is attached and made a part of these minutes.

Mr. Cumber thanked Ms. Fuhrman and Mr. O'Neal for their work. As a follow-up item, Ms. Fuhrman will provide an updated version of the Position Specification to Ms. Hiers for inclusion in the July 30, 2018 JEA Board Meeting package. Melissa Charleroy, Executive Assistant, will be reaching out to Committee Members to begin placing a hold on calendars in the beginning to mid-October to conduct the first round of interviews.

With no further business claiming the attention of this Committee, the meeting was adjourned at 1:09 PM.

APPROVED BY:

Husein Cumber
CEO Search Committee Chair

DATE: _____

Recorded by:

Melissa Charleroy
Executive Assistant

CEO Search Timeline

Date	Action
July 30	Board Approve Position Specification
August 1 – September 15	Position Specification is publicly published
September 15	H&S Interviews – Search Committee to work with H&S to create a qualified candidate list
October 1 – Mid October (Note: Will Need 3 Days Minimum)	Present Long List to the Committee – Interviews take place after list is narrowed – Melissa Charleroy to hold calendars for the Search Committee for full days for interview dates (1-on-1 interviews). 3 Members + 1 TBD (sending email on 7/27/18)
Mid - End of October	Narrow down list of candidates - Melissa Charleroy to hold calendars for the CEO Search Committee discussion to narrow the list (sending email on 7/27/18)
Beginning of November	Narrowed list interviewed by all 7 Board Members in 1-on-1 interviews
November Board Meeting	Full Board Meeting Interview – Public
November Board Meeting or Early December in a special Board Meeting	Board to make final decision to appoint MD/CEO