

**Delaware Sustainable Energy Utility**  
**Search Committee**

<https://us02web.zoom.us/j/87544398226?pwd=TjMwQ0lrZUx2Myt4UmE3ck1mUEEzUT09>

**Zoom Meeting**

Friday, May 20, 2022 – Immediately following board meeting

In attendance: Senator McDowell, Kris Knight, Stephanie Hansen, Ric Moore, Ritchie Jones, Frank Murphy

1. **Selecting a search firm** – Five search firms submitted proposals. The committee will review all proposals and choose the top three to interview.

A follow-up meeting will be scheduled to discuss next steps. See attached for the highlights from the meeting.

Ric Moore moved to end the meeting. Stephanie Hansen seconded. The vote passed unanimously.

## Search Committee Meeting Highlights

4/27/2022 meeting

- The committee discussed two onboarding processes:
  1. Hire new E.D. close to current E.D retirement and retain outgoing E.D. on a contractual basis as needed to help with transition.
  2. Hire new E.D. two to three months prior to current E.D. retirement so the new E.D. who can shadow and work directly with current E.D.

Committee recommends leaving both options open until a Candidate has been chosen since the onboarding process may depend on who is selected and when they can start. But we should assume a timeline based on shadowing option #2 which requires that we start the process now. The onboarding will be reevaluated after the Search Coordinator has been hired.

- Timeline will be established going backwards from February 2023 (proposed retirement date of current E.D.)
- The Search Committee will review the current E.D. job description and determine if it needs updating, to send Tony comments by May 10<sup>th</sup>.
- Recommendations for the Search Coordinator will be submitted to Traci/Tony by May 10<sup>th</sup>. Tony will put the suggestions in one annotated document and send to the committee.
- Following the May 20<sup>th</sup> Board meeting, the Committee will choose 2-3 of the recommendations to interview.
- The committee will work with Traci to schedule the interviews (the goal is to have the Search Coordinator hired by July 2022).
- Once Search Coordinator is hired, a regular meeting schedule will be determined.