

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

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

**Zoom Meeting**

Wednesday, April 27, 2022 – 1:00pm - 2:00pm

1. Meeting Schedule – The committee decided to work backwards from Tony’s predicted retirement date of February 2023 in order to determine the timeline and the need for the frequencies of meetings. This will be decided when a search firm/coordinator is hired.
2. Finding Search Coordinator – The committee members will submit nominations to Tony by May 10<sup>th</sup> for Search Firms that they recommend. Traci Evans will compile the list and send it out to the committee. Following the May 20<sup>th</sup> board meeting, the committee will meet briefly to elect the top three firms that will be interviewed.
3. Develop a Timeline – The committee discussed whether the new incumbent should be brought on board while Tony is still the Executive Director for training and shadowing purposes, or if the new incumbent should be brought on board after Tony retires. The committee prefers that both Tony and the new Executive Director work together for one to two months so that nothing falls through the cracks. Ric Moore suggested that we hold both options open as we proceed through the search process because both options have merit, and it really depends on the candidate.
4. Review Job Description (End of Succession Plan) – See Attached; The committee will review the attached job description and identify any areas that need to be updated or edited.

Follow up

- Recommendations of Search firms submitted to Tony by May 10<sup>th</sup>
- Traci will compile the list and distribute to the committee
- The Committee will meet immediately following the May Board meeting to choose the top three to interview

- Traci will work with the committee and the firms to set up interviews
- The committee will review the E.D. job description and related attachments and send Tony any updates, edits or suggestions prior to the May Board meeting
- Next meeting will be determined at the next Search Committee meeting on May 20

Ric Moore made a motion to adjourn, Senator McDowell seconded, and the motion carried unanimously.

Agenda is subject to change. During the course of the public meeting, the Board may vote on whether to conduct an executive session to consider confidential and proprietary business before the Board, and such executive session will not be open to the public, pursuant to 29 Delaware Code § 1004. The executive session may address matters involving the discussion of the content of documents excluded from the definition of "public record," or which involve the potential for litigation. Participation by teleconference will be available to Board members.