



**COMMUNITY
POWER COALITION
OF NEW HAMPSHIRE**

CEO AND STAFF SEARCH COMMITTEE – MINUTES

Meeting Type:	CEO and Staff Search Committee
Meeting Location:	First Floor Conference Room, Dover City Hall, 288 Central Ave, Dover, NH 03820
Meeting Date:	October 17, 2022
Meeting Time:	Noticed for 01:00 PM on CPCNH.org and at Dover City Hall

Attendees:

- Vice Chair Christopher Parker, Dover Director
- Kevin Charette, Portsmouth Director
- Secretary Doria Brown, Nashua Director (virtual)

Absent:

- Committee Chair April Salas, Hanover Director

Guests:

- Board Chair Clifton Below, Lebanon Director
- Henry Herndon, Consultant

Notes

1. Roll Call

At 1:05 C. Parker began the meeting, and it was noted he'd act as chair in A. Salas' absence. Also, noted as D. Brown is virtual, all votes will be roll call.

2. Approval of Minutes from: Sept 13, Sept 19

Discussion ensued that D. Brown will circulate the minutes for review at the next meeting.

K. Charette motioned to table the minutes for September 13 and 19. D. Brown Second Vote. Motion passed unanimously by rollcall vote.

K. Charette motioned to approve the October 3 minutes. C. Parker Second. Motion passed 2-0-1 with D. Brown abstention.

3. RFP Update

H. Herndon reviewed that deadline was Friday the 14th. 8 proposals were received.

Discussion ensued about the need for a non-public meeting to fully discuss the details of the proposals in detail, regarding privacy.

Concern was raised that no Non-public meeting was noticed, so any details should not be shared

Discussion focused on the fact that some respondents didn't fully complete the required responses, and those may be cut before interview process.



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D. Brown suggested we pause and invite legal counsel to the October 24th meeting and have a non-public with legal, or to identify a separate meeting with legal counsel outside of that. Consensus was to invite legal to the October 24th meeting.

4. Questions Received

H. Herndon reviewed that only one question, and that was answered.

5. Timeline Review

Timeline remains in place to issue a recommendation to the Board on November 17th.

***D. Brown moved to notice the RFP respondents of the timeline and thanking them for responding.
K. Charette Seconded. Motion passed unanimously by roll call vote.***

Interviews to be held.

6. Determine interview panel

C. Below reviewed the interview protocols where only one member of the Committee participate to be compliant with quorum requirements.

D. Brown suggested adding to the membership to increase the quorum, which would allow more to be involved with the interview.

K. Charette agreed to represent the CEO Search Committee. Consensus was that H. Herndon and C. Below will also serve on the panel, with D. Brown, A. Salas, and C. Parker monitoring.

7. Discuss interview question/process

Consensus was that H. Herndon and C. Below will also serve on the panel, with D. Brown, A. Salas, and C. Parker monitoring.

8. Confirm next meeting

October 24th, 2022 at 1 pm.

Will hold as a meeting with legal counsel.

9. Adjourn

At 2:00 D. Brown moved to adjourn. K. Charette Seconded. Motion passed unanimously by roll call.