



**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:	December 5, 2022
Meeting Time:	Noticed for 01:30 PM on CPCNH.org and at Dover City Hall

Attendees:

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

Absent: N/A

Guests:

- Board Chair Clifton Below, Lebanon Director
- Henry Herndon, Consultant
- Samuel Golding, Consultant
- Marc Salamone, True Search
- Tom Willie, True Search

Notes

1. Roll Call

Committee Chair Salas called the meeting to order at 1:35pm.

2. Approval of Minutes from November 7th

Director Charette moved to approve the minutes of the Search Committee held on 7/13/22, 9/13/22, 9/19/22, 10/17/22, 11/7/22. Vice Chair Parker seconded. Motion passed 4-0 on a rollcall vote.

3. CEO Search: Timeline for recruitment with TRUE

Tom Willie and Marc Salamone are the primary team and will be supported by an engagement coordinator Rachel Schwartz + researcher Joe Black.

Timeline: Candidate selected in the February – March 2023 timeframe

- a. What does True need from CPCNH (resources, questions, etc)
- b. Phase One.
 - i. Define opportunity pitch: energizes the candidate base about CPCNH
 1. Draft Submitted: December 5
 - ii. Completing the position spec



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1. Analyzed via Textio to eliminate discouraging jargon and words and broaden appeal to more diverse set of individuals.
 - a. True Core: character and capability traits
 - b. True Cornerstone: verifiable examples of experiences
2. Thrive platform assesses and refines compensation range/expectations
3. Draft submitted: December 5
- iii. Defining core vs cornerstone CEO traits
 1. Core:
 - a. Demonstrated leadership
 - b. Forward thinking
 - c. Calculated risk taking
 - d. Decisive but not impulsive
 - e. Resilient and perseverant
 - f. Proactive adaptation
 - g. Reliable delivery
 - h. Positive Culture Driver
 - i. Optimistic & Collaborative
 - j. Trustworthy
 2. Cornerstone
 - a. Service Provider Administration
 - b. Program Development / Fiscal Management
 - c. Community Building & Relationships
 - d. Team Building
 - e. Policy / Regulatory Advocacy Speaking
- iv. Client Teams (project owner, client screening team, interview team and offer team)
 1. Project Owner: Person responsible for leading engagement, breaking ties, etc. This will be primary point of contact for True.
 2. Client screening team: Team responsible for moving candidates through the process in regards to thumbs up / thumbs down on potential candidates, etc. as we move towards shortlisting candidates
 3. Interview team: Specifically the individuals on the client side (and sequencing ideally) that will be involved in the interview process for candidates. Consider board members, current position holder, direct reports, etc.
 4. Offer team: team responsible for negotiating offer/agreement.
- v. Targeting: CCAs, Retailers, Munis, Coops, Energy Consultants, Associations, Industry, Government.



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1. Includes tools, strategies and platforms designed to enhance diversity, equity and inclusion in the candidate sourcing pool
- vi. Candidate Assessment, conducted by True:
 1. Initial vetting
 2. Partner interview
 3. Referencing
 4. Ranking of top 6-10 candidates
- vii. Candidate Selection
 1. Client Interviews
 2. Testing (if desired, True could test for different leadership styles)
 3. Background Checks
 4. Feedback
- viii. Expected Timeline
 1. Week 2-4: Nov 28 – Dec 16, targeting, research, initial screening
 2. Week 5-6: Dec 19 – Jan 1, Assess: True interviewing, Referencing, ranking, shortlist submission
 3. *Week 7-10: Jan 2 – Jan 31, Select: Client interviews, Testing (if required, uncommon), Background check, Feedback collection
 4. *Week 11-12: Feb 1 – Feb 14, Decide: Final Interviews, Decision/Offer Support, Closure
 - a. *Duration is client availability dependent
4. Determine Meeting schedule
 - a. Action Item 1: Finalize & Approve “Opportunity Pitch”
 - b. Action Item 2: Finalize & Approve “Job Description”

The Committee discussed allowing for review and input from the Committee Chairs and members of the Executive Committee for the two Action Items listed above.

The Committee discussed replacing Vice Chair Parker on the Committee come January, as he will no longer be serving on the Board at that point, and potentially adding an additional Committee member.

The Committee discussed adjusting the meeting time to 1:30pm – 2:20pm on Mondays.

Weekly status updates: sent to Search Committee members + Chair Below

5. Adjourn

Director Brown moved to adjourn. Director Charette seconded. Meeting adjourned at 2:34pm Eastern.