



**Cultural Council of Greater Jacksonville  
Selection Committee Minutes  
October 10, 2018, 2:00pm  
Times Union Center for the Performing Arts  
300 Water St., Suite 201, Jacksonville FL 32202**

**Present**

Members - Ann Carey (chair), Claudia Baker, Numa Saisselin, Dave Engdahl (ad-hoc)

**Call to Order**

Ms. Ann Carey, Selection Committee Chair, called the meeting to order at 2:05 p.m.

Jamario Stills and Jannet Walker-Ford, selection committee members, and Jackie Cornelius, ad-hoc member to assist in the first round of candidate vetting, sent their regrets and were unable to attend the meeting.

**Discussion**

1. Ms. Carey reviewed that each committee member had been provided 22 resumes/cover letters in advance of the meeting with instructions to review each against the criteria/qualifications of the job posting and to determine which candidates should move on to the next round of interviews with a "Yes, No, Maybe" designation.
2. The committee discussed the best way to discuss the candidates together and settled on reviewing those candidates where each committee member had designated a "Yes" or "Maybe". Upon discussion, 17 candidates were identified as "Yes" and "Maybe" with five candidates identified as "No" (not meeting very basic skill requirements).
3. While candidates were being reviewed, much discussion took place around the key qualifications required for the position: experience in executive leadership, building teams, and advocacy were identified.
4. All 17 Yes-Maybe candidates were reviewed and discussed with the selection committee settling on five candidates to move on to the next round of interviews which will be held by phone.
5. The committee discussed the format for the next round of interviews and settled on holding all five calls in one morning or afternoon session within the next week, 30 minutes each, with candidates being asked a set of pre-defined questions (not provided to them). The tentative date, pending availability of Mr. Stills and Ms. Walker-Ford, is Friday, October 19, 2018 from 9am-1pm. Candidates who pass the phone interviews will be invited onsite for an interview the first or second week in November.
6. Mr. Saisselin recommended, and the committee agreed, that selection committee members for the next two rounds commit to attending both sessions.

**Tasks for the Chair:**

- Confirm date of phone interviews with other committee members.
- Coordinate schedule of candidates through Mr. Cedric Lewis, Finance Director and responsible for HR.

- Send thank you letters to those not chosen for second round interviews.
- Share draft Phone and Onsite Interview Guide with committee members.

**Public Comment**

Dahlia Gabhour, Jacksonville Business Journal, was present; no public comment was made.

**Adjournment**

The meeting was adjourned at 3:20 pm.