

MEMO

To: Board of Trustees
From: Greg Jones, Chief Executive Officer (interim)
Date: August 16, 2017
Re: Chief Executive Officer Hiring Process

REQUESTED MOTION:

Approve the Chief Executive Officer hiring process as outlined as proposed by Greg Jones in the memo dated August 16, 2017.

OVERVIEW:

The process will essentially involve two interviews for each candidate who is chosen for the final “short list”. Between those interviews, both Trust management staff and the Trust’s statutory advisors will be asked to score and provide recommendations on the selection. The final recommendation to the Governor will be made solely by the Board of Trustees.

DETAILED PROCESS:

Step 1. Collect Resumes

Resumes will be received by an executive search firm chosen by the Trust, who will perform an initial evaluation to determine if the applicant meet the minimum qualifications. Applications received by the staff to date it will be forwarded to the executive search firm for initial evaluation. All names of all applicants along with the results of the initial evaluation will be submitted to the Trustees.

Step 2. Review Resumes

The Board will review the information submitted by applicants in executive session. The Board will decide which, if any, of those applicants are to be scheduled for initial interviews with the Board. The names of those to be interviewed will be forwarded to the Trust staff for scheduling.

Step 3. Initial Interview

The board will perform the initial interview in executive session. At the end of each interview, the board will discuss the applicant and vote to either reject the applicant or move them on to the second interview (shortlist). The Board will decide when they have seen enough candidates to close the shortlist and initiate Step 4. Steps 1, 2 & 3 will continue until the shortlist is closed and Step 4 is initiated.

pStep 4. Advisor Review

The application information from the shortlisted candidates selected for a second interview will be forwarded to the Trust's statutory advisors, to include the 4 advisory boards and the commissioners of DOR, DHSS and DNR, and to the CEO and Trust management staff for scoring. A sample score card to be used for this purpose is attached. All those who are scoring candidates will be asked to sign confidentiality statements that will limit distribution of the candidate information and scoring to the Trust management staff and the Executive Directors and officers of the boards. The scores from the advisors and staff will be reported back to the Board of Trustees.

Step 5. Second Interview, Offer and Negotiation

In executive session, after reviewing the scores and comments from the advisors and staff, the board will interview the shortlisted candidates. After the interviews, the board will determine if there is a candidate that they want to offer the position. If there is, then the chair of the board will appoint a three member special selection committee to meet with and negotiate the terms of employment. Trust staff will to assist this committee. If there is not a selected candidate, the board will direct staff and executive search firm to begin receiving applications again.

Step 6. Approval to Hire

Once a final candidate has been selected and terms of employment have been negotiated, the full board will receive a report from the special selection committee in executive session with a recommendation for approval of the terms of employment. After full board approval in a public meeting, the name of the selected candidate will be submitted to the Governor's office for approval to hire.

**Alaska Mental Health Trust Authority
Pre-interview Scoring Matrix
Chief Executive Officer PCN 04-9400**

Applicant Name:	Evaluator:
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Scale: 5 Excellent -- 4 Very Good -- 3 Good -- 2 Well -- 1 Poor -- 0 Not Addressed

	Weight	Points	Score
Demonstrated transformational leadership skills. Proven success in managing organizations through growth, change and improvement.	3		
Demonstrated success in leading, managing and retaining a high-performing professional level team.	2		
Understanding of state and federal laws, regulations, policies and community programs relating to individuals experiencing mental illness, substance use disorders, developmental disabilities, traumatic brain injury, and/or Alzheimer's disease and related dementia.	2		
Experience and ability to manage business and financial concepts necessary to oversee the management of the Trust's cash and real assets.	3		
Strong understanding of the roles and functions of boards and principles of effective board governance and board member development.	2		
Understanding of governmental functioning and the legislative process.	2		
Ability to effectively facilitate conversations and meetings of diverse people as well as negotiation skills to achieve mutually beneficial outcomes and foster positive relationships with partners, stakeholders and beneficiaries.	3		
Sound judgement, critical thinking, and strategic planning at both micro- and macro-levels.	2		

Total Score:

Recommend move forward? YES NO

Additional comments: