

MEMO

To: Board of Trustees
From: Valette Keller, Administrative Manager
Date: June 20, 2024
Re: Chief Executive Officer Recruitment and Selection

REQUESTED MOTION:

Move to approve the Chief Executive Officer recruitment process and bulletin as proposed by Valette Keller in the memo dated June 20, 2024 and amended by Trustees on June 20, 2024.

OVERVIEW:

The process of hiring a Trust CEO involves a two-step interview process. The final request to hire to the Governor's Office is made solely by the Board of Trustees.

Valette Keller, Administrative Manager, will assist trustees through the entire recruitment process, including but not limited to: drafting and posting the recruitment bulletin; collecting applications; scheduling application reviews; drafting interview questions; and scheduling interviews. She is available as an HR resource to ensure the recruitment process follows HR law and policy and goes smoothly.

Allison Biastock, Acting Chief Executive Officer, will provide operational support to trustees and the organization through the recruitment and selection process. She will maintain organizational stability and minimize disruption in operations of the TAO while the recruitment is underway.

DETAILED PROCESS:

Step 1. Chair appoints trustees to review applications

The Chair of the board will appoint 3 trustees to evaluate CEO applications.

Step 2. Post recruitment and collect resumes: June 19 – July 22, 2024

Trust staff will email the recruitment to trustees and all staff, as well as post the recruitment bulletin in the following places:

- Trust website
- Trust Facebook page
- Indeed
- ZipRecruiter

- LinkedIn
- Philanthropy Northwest job board
- And others identified by trustees

Trustees are encouraged to send the recruitment to individuals they believe will be good candidates. Applications will be due by Friday, July 22, 2024. Trust staff will accept applications and provide all resumes to appointed trustees for evaluation.

Step 3. Review Resumes: July 30, 2024

The Recruitment Committee will evaluate all applications on a weekly basis and determine a list of qualified candidates for the full board to consider. The Recruitment Committee will decide which of those applicants will be scheduled for initial interviews. Trust staff will schedule interviews.

Step 4. First Interviews: August 12-14, 2024

The Recruitment Committee will perform the initial interviews in executive session. At the end of each interview, the Recruitment Committee will discuss the interviewee and decide whom to place on the shortlist for a second interview.

Recommendation: 5-6 interviews, 60min each

Step 5. Second Interviews: August 19-20, 2024

The full board will interview the shortlisted candidates in executive session. At the end of all the second interviews, the board will discuss the interviewees and decide on their top 1-2 candidates for references to be called by staff or trustees.

Recommendation: 2-4 interviews, 90min each
(note: full board meeting August 28-29, 2024)

Step 6. Offer and Negotiation: August 29, 2024

In executive session, the board will review all interview and meet and greet scores and notes to determine if there is a candidate that they want to offer the position. If there is, then the chair of the board will appoint up to 3 trustees to make the offer and negotiate the terms of employment.

Step 7. Approval to Hire: September 10, 2024

Once an offer has been made and accepted, the full board will receive a report from the appointed trustees in executive session with a recommendation for approval of the terms of employment. After full board approval in a public meeting, the selected candidate will be submitted to the Governor's office for final approval to hire.

RECRUITMENT BULLETIN:

The Alaska Mental Health Trust Authority (Trust) is seeking a skilled and dynamic professional who is committed to forwarding the mission of the Trust of improving the lives of its beneficiaries, to join the Trust as its Chief Executive Officer (CEO).

The Trust CEO reports directly to the full board of trustees and is responsible for the oversight of the Alaska Mental Health Trust Authority and works closely with the board of trustees to accomplish the Trust's mission and vision and assure that the Trust is accountable to its beneficiaries.

The CEO manages relationships with key State department partners including the Departments of Health (DOH), Children and Family Services (DFCS), Revenue (DOR), and Natural Resources (DNR), as well as statutory advisory boards. The CEO provides advice and counsel to the board of trustees as it carries out its statutory governance functions authorized under AS 47.30.026.

The Trust is a leader in philanthropy in Alaska and grants approximately \$25 million a year to organizations across the state. The Trust focuses all grants towards improving the lives of beneficiaries which include Alaskans with mental health disorders, intellectual and developmental disabilities, substance abuse disorders, Alzheimer's and related dementia, and traumatic brain injuries.

Interested individuals may submit a cover letter, resume, and professional references to:
Valette Keller, Administrative Manager
valette.keller@alaska.gov
Alaska Mental Health Trust Authority
3745 Community Park Loop, Suite 200
Anchorage, AK 99508

The application period closes July 19, 2024. Inquiries will be kept confidential.

A complete copy of the CEO position description can be viewed *****ADD LINK HERE*****.

This is a fully exempt, professional position in Anchorage, Alaska, and is offered with a starting salary between \$190,000 to \$215,000 annually and a complete State of Alaska benefit package. Final salary will be negotiated at the time of hire and will be based upon the successful candidate's qualifications and experience.

The Trust and State of Alaska is an equal employment opportunity employer and supports workplace diversity in backgrounds and experiences. Individuals requiring accommodation should call 907-269-6039.

