

Pat Burgess

From: Pat Burgess

Sent: Tuesday, August 18, 2009 11:23 AM

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Cc: 'bquan@cbfwa.org'; Brian Lipscomb; Dave Ward; Jann Eckman; Kathie Titzler; 'ken.macdonald@cbfwa.org'; 'neil.ward@cbfwa.org'; Terri Lindau; Tom Iverson; Trina Gerlack

Subject: MAG - PLEASE REPLY BY COB 8/19 RE: MAG Executive Session - Sept 10 or 14th ~ HEP Recruitment Process

Importance: High

Follow Up Flag: Reply

Due By: Wednesday, August 19, 2009 5:00 PM

Flag Status: Flagged

Members Advisory Group:

The recruitment process for the Regional HEP Team Coordinator Assistant Position is moving forward. The selection subcommittee is scheduled to meet on August 20th to review the applications and qualify candidates to be interviewed. The interviews are scheduled for August 31st at the Portland Airport Conference Center. Per the CBFWA Charter, after the applicants are interviewed, the subcommittee will provide a short list of at least three top candidates for MAG consideration. The MAG is tasked with reviewing the subcommittee's top candidate selections and forwarding the list and their comments to Brian Lipscomb, at which time Brian will make the final hiring decision. Given the current recruitment timeline, the MAG will need to schedule a special session prior to the regularly scheduled MAG meeting in September to fulfill this function.

Please note that personnel selection is the only instance where a quorum is mandated for the MAG under the CBFWA Charter. At yesterday's MAG meeting, Chairman Houslet requested that CBFWA staff poll the MAG members for a preferred meeting date/time with intent to achieve participation toward the required quorum. After contemplation of viable dates given the holiday and other meetings scheduled for that timeframe, the suggested dates/time for consideration are:

Thursday, September 10th 8:30-9:30 am
or
Monday, September 14th 8:30-9:30 am

One hour is being allotted but we anticipate that the process probably won't take much more than 1/2 hour. This will be an executive session as the recruitment process is confidential. The meeting will take place at the CBFWA office and WebEx will be arranged.

Please reply to this email with your preference and/or comments by COB Wednesday, August 19th

Thank you!

CBFWA staff
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