NORTH BAY SCHOOLS INSURANCE AUTHORITY EXECUTIVE COMMITTEE SPECIAL MEETING July 23, 2021

MINUTES

Call to Order The meeting was called to order at 3:06 p.m. by President Henson.

- AttendanceThose in attendance by videoconference were:
Michelle Henson, Solano County Office of Education
Matt Best, Davis Joint USD
Josh Schultz, Napa County Office of Education
Dana Page, Napa Valley USD
- Staff and GuestsJanet Selby, NBSIADr. Paul Porter, consultant

Approval of Agenda Motion made by Schultz, seconded by Best, and carried unanimously to approve the agenda as presented. (Ayes: Best, Henson, Page, Schultz; Noes: none; Absent: none; Abstain: none)

Public Comments No public present.

DISCUSSION ITEMS

Succession Planning Discussion

Selby provided a brief overview of the succession plan process. Dr. Porter then led the Committee in a robust discussion about desired characteristics in an Executive Director. He also reported to the Committee on similar information he received in talking with NBSIA staff and leadership. All this information will be used in developing the job description, recruitment materials, and interview questions.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:53 p.m.

Respectfully submitted by:

Janet Selby, Executive Director

<u>7/23/2021</u> Date

Approved by Committee:

<u>8/18/2021</u> Date