



## LEGISLATIVE COUNCIL 67th Montana Legislature

### SENATE MEMBERS

Mark Blasdel  
Jill Cohenour  
Jason Ellsworth  
Pat Flowers  
JP Pomnichowski  
Cary Smith

### HOUSE MEMBERS

Kim Abbott  
Laurie Bishop  
Wylie Galt  
Derek Harvey  
Casey Knudsen  
Rhonda Knudsen

### COMMITTEE STAFF

Todd Everts - Attorney  
Susan Fox - Executive Director  
Fong Hom - Secretary

# MINUTES LOG

## Subcommittee on Succession Planning

December 6, 2021  
Room 102  
Helena, Montana

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### **MEMBERS PRESENT:**

Sen. Pomnichowski (D)  
Sen. Ellsworth (R)  
Rep. Harvey (D)  
Rep. R. Knudsen (R)

### **STAFF PRESENT:**

Susan Fox, Executive Director  
Todd Everts, Attorney  
Fong Hom, Secretary

## **AGENDA** (Attachment 1)

## **VISITORS' LIST** (Attachment 2)

### **SUBCOMMITTEE ACTION**

The Subcommittee of Succession Planning decided to begin the 306° interviews of stakeholders for January 5 and 6, 2022. The next subcommittee meeting will be held January 25, 2022.

### **CALL TO ORDER/ROLL CALL**

14:01:48 Rep. Rhonda Knudsen called the meeting to order at 2:01 p.m. The committee secretary took roll. (Attachment 3)

### **DISCUSS WORK PLAN AND SCHEDULE**

14:02:53 Susan Fox, Executive Director, Legislative Services Division, discussed the proposed timeline for recruitment of an Executive Director. (Exhibit 1)

14:05:08 Todd Everts, Legal Director, discussed the role of the subcommittee in the Succession Planning process.

14:05:44 Ms. Fox commented on the role of the subcommittee in its search for the new director.

14:07:25 Rep. Knudsen asked about the process of hiring a new director.

14:09:46 Sen. Pomnichowski discussed having an overlap period to train the newly hired director.

14:11:45 Sen. Ellsworth asked about the date for Ms. Fox' retirement.

14:12:50 Rep. Harvey asked about compressing the work plan to get the position filled in April so that there could be that overlap time.

14:13:20 Kelly DaSilva, Human Resources Manager, said the timeline was made for how long it takes to hire an executive director.

14:14:21 Rep. Knudsen asked if the timeline that Ms. DaSilva put together is functional.

14:15:08 Marilyn Miller, Secretary of the Senate, asked if we need feedback before doing the job description.

14:15:29 Ms. Fox commented on the current job description and draft questions that she developed to help discern whether the current job description is adequate or not or whether it needs changes.

14:16:08 Ms. DaSilva commented.

### **REVIEW PAST POSITION DESCRIPTION AND JOB QUALIFICATIONS**

14:17:26 Ms. Fox presented and discussed the executive director job description that was updated in 6/2012. (Exhibit 2)

14:38:56 Rep. Knudsen asked Ms. DaSilva about descriptors.

14:40:29 Sen. Ellsworth presented his version of the job description for executive director. (Exhibit 3)

14:44:04 Ms. DaSilva discussed correcting some information on Sen. Ellsworth's document. She asked about education requirements.

14:45:11 Ms. Fox discussed education degrees and what level of experience is equivalent to a degree.

14:46:26 Sen. Pomnichowski proposed that Ms. Fox flesh out the changes that she discussed and expand the job description with some of Sen. Ellsworth's suggestions.

14:50:45 Rep. Knudsen said that she would like to ask the Senate President, the Speaker of the House, and the Pro Tem for input.

14:51:51 Sen. Pomnichowski said that is the role of this subcommittee to make those decisions.

14:54:25 Rep. Knudsen said to proceed with those changes and additions to the job descriptions and send it to leadership.

14:55:31 Sen. Pomnichowski discussed the qualifications and the issue of whether or not having a Master's Degree is important.

14:57:06 Ms. DaSilva said that the position description should state what you want; i.e., is a Master's Degree required or preferred.

14:59:43 Rep. Knudsen discussed soliciting a wider pool of applicants with a Master's Degree or an MBA, and then narrowing it down during the interview process.

### **DISCUSSION ON DRAFT QUESTIONS FOR THE 360° INTERVIEWS**

15:07:23 Rep. Knudsen discussed the memo dated September 27, 2021, regarding the proposed process and materials for review (**Exhibit 4**) and Draft Questions for the 360° interviews (**Exhibit 5**).

15:09:00 The subcommittee discussed scheduling people for the in person 360° interviews and Zoom interviews, prioritizing three people from each category for in person interviews.

15:13:16 Rep. Knudsen summarized what the subcommittee had discussed.

15:15:14 Rep. Knudsen reviewed the draft questions. (**Exhibit 5**)

15:19:28 Sen. Pomnichowski discussed her reasons for her top questions.

15:25:33 Ms. Fox commented on the legislator list.

15:28:26 Sen. Ellsworth said he would like a comment period for people who are not engaged but would like to have an opportunity to comment.

15:30:37 Sen. Pomnichowski said that she doesn't feel that it is necessary to broaden the comment period to those who might comment negatively to Ms. Fox personally and not on the job description.

15:32:06 Sen. Pomnichowski asked Sen. Ellsworth who he would solicit for comments and how long would the comment period be.

15:34:23 Ms. DaSilva commented on using the Human Resource's email account that is specific to HR issues and suggested that people use that email for their submitted email comments.

15:35:01 Ms. Fox summarized what has been discussed: update position description, schedule face to face interviews with staff in the building, give virtual opportunities to those who can't do face to face, solicit comments from other legislative staff, state agencies, and the public, and for those who want to comment via email, send those comments to the HR email account.

15:36:25 Ms. Fox asked about a date deadline to do face-to-face interviews.

15:37:29 The subcommittee discussed the interviews. It was suggested starting the interviews on January 5 & 6, 2022.

15:45:41 Rep. Harvey proposed having the next subcommittee meeting on January 25<sup>th</sup>.

### **NEXT STEPS**

15:47:00 Ms. DaSilva noted that there will be decisions that the subcommittee will need to make in order to start the recruitment process.

**PUBLIC COMMENT**

None.

**ADJOURNMENT**

15:49:49 Rep. Knudsen adjourned the meeting at 3:49 p.m.