

Minutes

Point Roberts Public Hospital District

April 28, 2018

Call to Order:

The Special meeting was called to order at 9:00 a.m. by Dick Williams, Commissioner

Attending:

Commissioners: Dick Williams, Kandace Harper
Superintendent: Elaine Komusi
Financial Auditor: Absent
Recording Secretary: Reneé Coe
Absent:

Introduction of Guests:

Barbara Wayland at 9:00 a.m. and Raye Newmen at 9:45 a.m.

Approval of Prior Minutes:

Business:

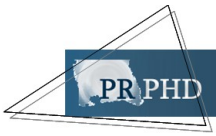
Superintendent Interviews

Elaine provided both Commissioners with the candidate's resumes and cover letters prior to the meeting, and provided an interview template of questions for the interviews which included the following points based on the posted job description:

- Motivation
- Experience
- Budgets
- Collaboration
- Time Management
- Hours of Work
- Self Awareness/Feedback
- Retention/Commitment
- Job
- Summary of Match Qualifications (skills, knowledge and experience) from Job Description
- Overall Match
- Recommendation

Both candidates had 45 minutes of interview time with the Commissioners. When the interviews concluded, the Commissioners and the Superintendent discussed the qualifications of both candidates for the position and elected Barbara Wayland as the new superintendent.

April 28, 2018



Motion: To approve the hiring of Barbara Wayland as the new Point Roberts Public Hospital District Superintendent.
Motion carried.

Elaine will phone both candidates of the final decision and send an offer letter to Barb.

It was discussed and decided to adjust the hours of the secretary from 8 to 6 beginning June 1st. Elaine will be paid for 8 hours per week for May, and for 2 hours per week beginning June 1st which will continue for as long as the training period requires. Once the training period has concluded, the new superintendent's hours will be 10 hours per week. Pay rate will be \$27 per hour and reviewed in October along with a performance review.

Next Meeting:

Regular Meeting: Wednesday May 2, 2018

Adjournment:

Meeting was adjourned at 11:09 a.m.

Signatures:

Respectfully submitted by: Reneé Coe

Dick Williams

Kandace Harper

Reneé Coe