

# AGENDA

Central Iowa Water Works

Executive Committee

June 25, 2024

West Des Moines Water Works Board Room

1505 Railroad Avenue, WDM

11:00 a.m.

Please join our meeting from your computer, tablet or smartphone.

Join Zoom Meeting

<https://us06web.zoom.us/j/83765739027?pwd=z5gdFboYwIkrsHyyASXcQF1jzhA>  
[L1X.1](#)

Meeting ID: 837 6573 9027

Passcode: 117504

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Item 1: Call to Order

Item 2: Roll Call

Item 3: Executive Director Search Orientation Meeting

Presentation by Mark Peterson, MGT/GovHR USA

Input to search from Executive Committee and Trustees

Adjourn

# **Central Iowa Water Works**

## ***Executive Director Recruitment***

### ***Kick-Off Meeting***

**June 25, 2024 / 11:00 am**

- 1. Opening comments by Chairperson Smith.**
- 2. Opening remarks by the recruiter, Mark Peterson, of GovHR/MGT.**
- 3. Review the initial draft of a recruitment schedule.**
- 4. Desired candidate qualifications:**
  - a. Minimum and preferred educational achievements**
  - b. Professional experience:**
    - i. Years and nature of experience.**
  - c. Other certifications and/or training accomplishments**
- 5. Top priority skills, competencies, and leadership attributes for the Executive Director:**
  - a. Desirable professional/technical skills, abilities, and experience**
  - b. Desirable personal attributes and leadership traits**
- 6. Most significant challenges facing the new Executive Director.**
- 7. Compensation and benefits**
  - a. Anticipated starting salary range.**
  - b. Other noteworthy fringe benefits.**

8. **Employment agreement**
  - a. **Term**
  - b. **Severance**
  
9. **Advance interviews by the recruiter with key stakeholders.**
  - a. **Executive Committee**
  - b. **Board Members**
  - c. **Other key stakeholders to be identified by the Executive Committee**
  
10. **Applicant screening/selection process.**
  - a. **Executive Committee versus full Board of Trustees**
  - b. **Other stakeholder involvement**
  - c. **Leadership testing**
  - d. **Assessment Center**
  
11. **Confidentiality**
  - a. **It is essential to refrain from disclosing any and all applicant identities.**
  
12. **Other items**
  - a. **Questions, concerns, suggestions...**

***Contact information for the consultant:***

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