

**Kentucky Public Pensions Authority
Executive Director Search Committee – Special Meeting
January 31, 2024 at 10:00 AM EST (9:00 AM CT)
Live Video Conference/Facebook Live**

AGENDA

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| 1. Call to Order | William O’Mara |
| 2. Opening Statement | Legal Services |
| 3. Roll Call | Sherry Rankin |
| 4. Public Comment | Sherry Rankin |
| 5. Approval of Meeting Minutes – November 16, 2023* | William O’Mara |
| 6. Review of Applications to determine qualified applicants*
(Closed Session – KRS 61.810(f) – Discussions which may lead
To the appointment of an employee) | William O’Mara |
| 7. Create Recommendations for the hiring process for the
KPPA Executive Director* | William O’Mara |
| 8. Adjourn* | William O’Mara |

****Committee Action May Be Taken***

**MINUTES OF MEETING
KENTUCKY PUBLIC PENSIONS AUTHORITY
SPECIAL CALLED
AD HOC EXECUTIVE DIRECTOR SEARCH COMMITTEE
NOVEMBER 16, 2023, 9:00 A.M., E.T.
VIA LIVE VIDEO TELECONFERENCE**

At the November 16, 2023, Special Called Meeting of the Ad Hoc Executive Director Search Committee of the Kentucky Public Pensions Authority, the following Committee members were present: William O’Mara (Chair), Betty Pendergrass, Lynn Hampton, and Keith Percy. Staff members present were David Eager, Victoria Hale, Carrie Bass, Lori Casey, Phillip Cook, Katie Park, and Sherry Rankin.

Mr. O’Mara called the meeting to order.

Ms. Hale read the Opening Statement.

Ms. Rankin called roll.

There being no ***Public Comment*** received, Mr. O’Mara introduced the agenda item ***Approval of Minutes – October 27, 2023*** (Video 00:06:59 to 00:07:34). Mr. Percy made a motion to approve the minutes as presented. The motion was seconded by Ms. Pendergrass and passed unanimously.

Mr. O’Mara introduced the agenda item ***KPPA Executive Director Search*** (Video 00:07:35 to 00:28:22). Mr. O’Mara presented and reviewed several drafted versions of the Executive Director Ad with the Committee Members. A short advertisement to be included in printed issues of Pensions & Investments, an advertisement with additional detail to be included in publications that do not have a character restriction, and a brochure advertisement with an abundance of information and detail.

Ms. Pendergrass requested that additional language be included in the ideal candidate section of the brochure advertisement to emphasize that experience working in public pension plans is preferred.

Mr. O'Mara suggested that the salary range for the position be included in the brochure advertisement directly after the application requirements (p. 2).

Lastly, Mr. O'Mara presented a list of advertisement posting locations. The advertisement will have great exposure, said Mr. O'Mara. Ms. Pendergrass asked if the 2023 Actuarial Valuation would be linked in the brochure advertisement. Ms. Hampton expressed that the Summary Annual Financial Report is the better document to include. Mr. O'Mara noted that Ms. Casey may provide the 2023 Actuarial Valuation to a candidate as requested.

Mr. O'Mara announced that the presented advertisements will be posted December 1, 2023, through January 15, 2024. The method to process applications received will be decided at a later date, said Mr. O'Mara. Mr. Peercy requested clarification regarding advertising costs. The total advertising cost is approximately \$4,000.00, said the Committee Members.

Mr. O'Mara requested a motion to approve the presented advertising platforms, materials as presented and a December 1, 2023 through January 15, 2024 application period. Ms. Pendergrass made a motion to approve the presented advertising platforms, materials *as modified* and a December 1, 2023 through January 15, 2024 application period. Mr. Peercy seconded the motion made by Ms. Pendergrass and the motion passed unanimously.

Closed Session – None.

Next Meeting Date – None.

There being no further business, Mr. O'Mara ***adjourned*** the meeting.

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CERTIFICATION

I do certify that I was present at this meeting, and I have recorded above the action of the Committee on the various items considered by it at this meeting. Further, I certify that all requirements of KRS 61.805-61.850 were met in connection with this meeting.

Recording Secretary

I, as Chair of the Ad Hoc Executive Director Search Committee of the Kentucky Public Pensions Authority, do certify that the Minutes of the meeting held on November 16, 2023, were approved by the KPPA Ad Hoc Executive Director Search Committee on January 31, 2024.

Committee Chair

I have reviewed the Minutes of the KPPA Ad Hoc Executive Director Search Committee meeting on November 16, 2023, for form, content, and legality.

Office of Legal Services

MEMORANDUM

To: KPPA Executive Director Search Committee
From: Victoria Hale, KPPA General Counsel, Non-Advocacy Division
Re: Next Steps in Executive Director Search and Hiring Process
Date: January 31, 2024 Committee Meeting
CC: Lori Casey, KPPA HR Director

In its meeting on September 28, 2023, pursuant to Section 2.1 of the KPPA Bylaws, an Ad Hoc Committee (“Committee”) of the KPPA Board (“Board”) was formed to conduct the initial steps of the Executive Director recruitment with instructions for the Committee to bring the hiring process decided upon by the Committee back to the Board for their approval. On December 6, 2023, the Chair of the Committee updated the Board on the work the Committee had completed, which included creating a job description and job flyer, determining the list of organizations, publications, and websites where the job posting would be listed, the length of time that the posting would be open, and the closing date of January 15, 2024. The Chair of the Committee informed the Board that, upon closing, the Committee would then conduct an initial review of the applications. With the closing of the recruitment on January 15, 2024, upon the initial review of the applications by the Committee at its January 31, 2024 meeting, in which the Committee will determine the applicants who meet the minimum qualifications, the duties authorized by the Board have been completed. Per the instructions by the Board, the Committee now needs to determine and recommend the next steps in the hiring process and have that process approved by the Board.

At the closing of the posting, 48 applications had been received. Upon initial review by the Division Director Human Resources, Lori Casey, it was determined that 19 of these applications did not appear to meet qualifications. Ms. Casey has prepared a spreadsheet for the Committee containing a list of all applicants by name and has separated the applicants she determined to not meet the minimum qualifications, along with a reason why she determined these individuals did not meet the minimum qualifications, for review by the Committee. Copies of all applications have been uploaded into Board Books for the Committee review the applications to determine if the Committee members agree with the disqualification recommendations made by Ms. Casey.

Following the determination on how many of the applicants meet the minimum qualifications, the Committee needs to determine the hiring process it will recommend the Board approve.

After discussing this with the Committee Chair, below is a list of steps staff determined need to occur and are recommended the Committee consider in its decision regarding the hiring process.

1. The Board delegate the full review of the applications, the determination of which candidates to extend an initial interview invitation to, and the initial interview authority to the Committee.
2. The Committee members then shall review all qualified applications.
3. The Committee shall meet and each member shall individually recommend their top candidates they wish to be scheduled for initial interviews. Together the Committee

- shall discuss the top candidates and determine who will be interviewed. Dates and times for the interviews will be determined and Ms. Casey will schedule the interviews.
4. Prior to that meeting, the Committee members shall send Ms. Casey a list of questions each member wishes to be asked of all candidates. Ms. Casey will review the questions for any duplicates or for any questions that cannot legally be asked and will remove those questions and compile the rest into one list. At the meeting described in #3 above, the Committee members shall be prepared to discuss the questions and shall agree upon the questions to ask each candidate. The Chair of the Committee shall have the final decision on what the list of questions shall be. Ms. Casey will then compile the final questions into one questionnaire.
 5. The Committee shall interview the initial candidates via Zoom. All candidates will be asked the same questions at this stage. Follow-up questions may be asked based upon the answers given or based upon details in the candidate's application or resume. Ms. Casey will monitor the questions being asked to ensure compliance and consistency.
 6. After all initial candidates have been interviewed, the Committee shall meet, discuss the interviews, and determine which candidates should be offered a second interview. It is recommended that this second interview be in person at the KPPA offices.

At this point there are 2 avenues that can be taken: 1) the Board authorizes the Committee to conduct the second interviews; or 2) the entire Board conducts the second interviews. If the Committee is to conduct the second interviews an additional decision point needs to be recommended: 1) the Committee determines which person to recommend be hired as the next Executive Director to the Board; or 2) the Committee recommends 1-3 finalists to the Board for the Board to interview and determine who to hire. If the second interview is to be conducted by the entire Board, then at the end of the in-person interviews the Board can determine who to hire.

Since the Committee was asked to bring the hiring process back to the Board, the Committee can determine which of these options it wishes to recommend to the Board and does not have to provide the Board with the options as described above. The Board can choose to not accept the Committee's recommendations on any of these steps and can choose to approve a different hiring process. It is recommended that the Committee decide which option to recommend so that the entire hiring process recommendation is brought to the Board at its meeting.