



Date: August 16, 2016

TO: TSET Board

FR: TSET CEO Search Committee

RE: Next Steps

As you recall, we decided to pause our search for a CEO so that we could consider what would be an appropriate next step after our selected candidate withdrew in the wake of concerns about the proposed salary.

In retrospect, we could have been more responsive to the current economic plight of the state. As we consider a proper path forward, we will certainly take into account lessons learned from the recent experience.

Additionally, we also want to recognize and respect the impending, announced retirement of our long-time Executive Director, Tracey Strader. She has done an exemplary job leading our organization the past 14 years. We have a responsibility to our fine staff, our partners statewide, and state leaders to make certain we put into place a clear transition plan – one that will ensure we operate seamlessly in keeping our focus on our mission to make Oklahomans healthier through impactful, engaging and outcome-based initiatives and programs that tackle the two biggest causes of death in our state – cancer and cardiovascular disease.

After much consideration, the Search Committee (Jim Gebhart, Casey Killblane, and Don Millican) recommends we reset the CEO search process and proceed this fall with a collaborative and inclusive approach to finding the best candidate to effectively lead our organization long-term. In light of our current director's pending retirement, we also believe it is prudent to hire an interim executive director to work with our current executive director and the Board to ensure a seamless operation and allow adequate time to identify, pursue and secure the best qualified person long-term. The current executive director's last day in the office will be January 6, 2017.

BACKGROUND:

- Current Executive Director notified board three years ago of her desire to retire around the end of 2016.
- In late 2015, the Board of Directors, with the assistance of the Office of Management and Enterprise Services, engaged an executive search firm to assist with the process. Firm presented a list of qualified candidates. Search committee narrowed to top three candidates. Board interviewed two (2) of the three people. Third candidate cancelled interview because of scheduling conflict. Board selected the best qualified candidate



following the extensive process. The candidate ultimately withdrew. Board paused the executive search to reassess, regroup and reset.

NEXT STEPS:

- Current Executive Director has identified March 1, 2017 as her official retirement date, however her last day in the office will be January 6, 2017, as she will be using accrued leave for the remainder of January and February.
- Search Committee intends to recommend to the Board at the August meeting consideration of hiring an Interim Executive Director over the next 45 to 60 days to work with the current executive director as she prepares to retire.
 - Recommend Interim be in place by on or before October 31, 2016 to transition with staff.
- Recommend the Chairman and Board appoint a Sub-Committee to develop a clear and organized process including job description for the interim executive director and to interview candidates to bring before the full board for interview.
 - Job Description – Interim Executive Director
 - Process to identify and make recommendation to hire Interim Executive Director
 - Salary not to exceed current executive director's salary range as specified in the annual compensation reports required by 74 O.S. § 3601.2 (OSCN 2016)
- Special Board meeting to be set if necessary later in the fall to engage an Interim Executive Director
- The Sub-Committee, working with the current executive director and staff, will develop a job description for the interim. We believe this approach will help make certain we identify an interim person with an understanding of the diverse requirements involved in working with TSET and its various constituencies.

PROCESS TO HIRE: Sub-Committee to manage process

- As it relates to hiring an interim, we do not believe it is necessary to hire external search firm
- We believe board, staff and other constituencies can offer names for potential qualified candidates for the short-term assignment based on the qualification and requirement outlined in a job description



- The position will be posted on the TSET and OMES websites
- The Board, working in conjunction with the current executive director, will review candidates for the interim appointment
- Brief the Governor's office, Appointing Authorities, and legislative leaders on the hiring of an interim and selection process
- Sub-Committee interviews potential interim appointees
- Sub-Committee recommends a finalist who will meet with staff and others as deemed warranted as part of a final step before being offered the interim position.
- Based on the feedback from the inclusive process, the Sub-Committee will present a recommendation to the Board to hire a specific person as an interim executive director until a process of finding a person to lead the organization long term is concluded.
- Sub-Committee chair or designee will make the offer of employment, and once agreed, a letter will be sent with the employment details and a public announcement then will be made.

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