

SC Campaign Finance Board Meeting Summary
March 24, 2020 - 9:00 AM
via Conference Call

Participants on call: Lisa Scott-Chair, Honorable John Toomey, Adrian Fassett, Amy Ellis, Dan Dubois, Steve Randazzo, Gina Popovich

1. **Call to Order:** 9:06 AM
2. **Public Comments:** None
3. **Review March 11, 2020 meeting minutes:**
Motion by **Adrian Fassett**; Seconded by Honorable **John Toomey**
4. **Discussion: Status of Civil Service Job Posting of Executive Director**

Lisa Scott asked if the posting needed to be put into the minutes.

Action item: Gina Popovich will append the posting once it is up.

Steve Randazzo said the job has been posted and he will send the link to the board members.

Dan Dubois mentioned that he did see the posting on Indeed.

Honorable John Toomey mentioned that he thought it would be okay for the three board members to discuss the resumes through email or phone discussion. He also emphasized that the main focus should be on the Executive Director position.

Lisa Scott mentioned that we aren't going to act too quickly on posting the Secretary position yet since the Executive Director should have some say on who they are going to be extremely dependent on.

Steve Randazzo: my understanding is there will be more discretion on bringing in the Secretary. The Executive Director may want to bring in their own person. If they do not have a person in mind then the board could do a posting that could be delegated to the Executive Director to figure out what traits and skills set they may need.

Lisa Scott: Maybe it could be brought up during the interview process on how they might want to go about hiring a secretary and what skills they may need.

Honorable John Toomey: The next step should be to focus on the Executive Director.

Lisa Scott asked if there were any questions with #5 on the agenda and if there are any other tasks that we want to get on our plate in the next 2 – 3 weeks?

Adrian Fassett: we should just focus on the Executive Director position right now.

Lisa Scott asked **Steve Randazzo** what happens when people want to respond to the civil service opening and how will the process work if we get replies?

- if we get inquiries does it have to go into the next minutes.
- as the applications come in, how do we want to communicate?

Steve Randazzo: Civil Service will look at the incoming resumes and make sure they meet the standards and qualifications of the posting and provide guidance. The Board can decide on how civil service will send out the resumes to us, whether it be weekly or bi-weekly and send them to either Steve Randazzo or Lisa Scott.

Lisa Scott asked if they will be coming in electronically. Steve Randazzo responded yes, they will be sent electronically or scanned. They will be forward however the board would like.

Lisa Scott asked if there could be a shared repository?

Steve Randazzo: yes, there is a way to do this, but IT is the most slammed department right now, but they can make a shared drive so whoever you like could have access to review the applicants.

Honorable John Toomey: let's wait a week or two to revisit this to see how they come it, if it's not too many we could just print them out and review them. If its hundreds we will figure it out then.

Adrian Fassett asked if there as a cut-off date for the applicants?

Steve Randazzo: No, we did not put one in.

Lisa Scott: I guess I'm being over optimistic that we are going to get a large amount. We will wait to see what the volume coming in will be. It will give Steve some time to get a smooth solution, it is not critical to get a shared drive just yet.

Dan Dubois pointed out there is a typo on the salary;

Steve Randazzo said he will get it corrected.

Lisa Scott: is there anything else?

Adrian Fassett: how do we handle the cutoff date?

Steve Randazzo: we could just play it by ear, accept applications on a rolling basis and at some point, we can ask Civil service to take it down.

Adrian Fassett: Should we put a date on it?

Honorable John Toomey: it's impossible to put a date on it with the way the world is changing every day. We should leave it open, when we get enough applications and a good candidate pool we will take it down.

Lisa Scott: we will not put a date on it.

Lisa Scott: the next meeting will be a conference call?

Honorable John Toomey: the point of attack should be the resumes. We can stay in touch in the meantime. There is nothing wrong with the three of us having a phone conversation to discuss resumes.

Honorable John Toomey: we can have a conference call March 31st at 9:00am.

Steve Randazzo will hold onto the resumes until the 31st

Lisa Scott: we will talk about what process we want to use to take apart and prioritize the resumes.

Honorable John Toomey: things are going to be more disjointed right now.

Adrian Fassett motioned to adjourn the meeting, seconded by **Honorable John Toomey**

Meeting was adjourned at 9:28 a.m.