

**Louisiana School Employees' Retirement System
Search Committee Meeting**

**Wednesday, July 20, 2005
9:00 a.m.**

The Search Committee of the Louisiana School Employees' Retirement System convened in the Board Room (Room 100) of the Louisiana School Employees' Retirement System's Building located at 8660 United Plaza Blvd., Baton Rouge, Louisiana. Mr. Jeffrey Faulk, Sr., Chairman of the Search Committee, opened the meeting at 9:00 a.m. The Lord's Prayer and Pledge of Allegiance were recited. Roll was called.

Members Present: Mr. Jeffrey Faulk, Sr. – Chairman, Ms. Betty Crain, Ms. Betty Jacobs, Mr. Earl Richard, Jr., Ms. Judith McKee, Ms. Sylvia Myers, Mr. Larry Wilmer, Ms. Lori Pierce for Mr. John Kennedy – State Treasurer.

Members Absent: Representative Pete Schneider, Senator D.A. "Butch" Gautreaux, Mr. Al Ater – Secretary of State.

Staff Present: Mr. Patrick Cospers – Director, Ms. Anita Green – Human Resources Director, Ms. Jennifer Champagne – Administrative Assistant and Board Secretary

Also Present: Ms. Kathy Landry

Mr. Faulk welcomed the Search Committee members and then turned the meeting over to Mr. Cospers. Mr. Cospers provided the committee an overview of what had transpired since the June 24, 2005 Emergency Board meeting. He noted that staff was there to provide proposed information that would assist the Search Committee in their search for a new Executive Director for the System.

Mr. Cospers introduced Ms. Anita Green, Human Resources Director of LSERS, who is responsible for handling all employment for LSERS and all civil service matters for both classified and unclassified employees. He indicated that Ms. Green would be available to the committee as a resource in the hiring process.

Mr. Cospers proceeded to review each item prepared for the committee for review and discussion. The first item reviewed was the purpose for establishing the Search Committee, which was to find an individual with skills and qualifications to fill the vacancy of the Executive Director of the Louisiana School Employees' Retirement System.

The second item reviewed was the composition of the committee. This included Mr. Jeffrey Faulk, Sr., Committee Chairman, and all members of the Board of Trustees of LSERS. Proposed staff members who would be available to assist the Search Committee included Mr. Patrick Cospers, current Executive Director, Ms. Anita Green, Human Resources Director, and Ms. Jennifer Champagne, Administrative Assistant and Board Secretary.

Mr. Cospers then proceeded to review the proposed calendar, which was comprised of the 90-day period in which the committee would complete the interview process and select a new director for October 1, 2005. He noted that the advertisement for the new director had been placed in all of the newspapers as directed by the Board at the June 24, 2005 meeting and the deadline for receipt of application material from interested candidates was July 27, 2005. Copies of all applications received would be mailed to all committee members on July 28, 2005. The Search Committee would meet upon adjournment of the Regular Board Meeting on Monday, August 8, 2005 to review and discuss applications for selection of candidates for preliminary interviews to be held on Monday, August 22, 2005. It was suggested by staff that the committee conduct two days of preliminary interviews from which candidates would be selected for finalist interviews.

Mr. Cospers proceeded to review the calendar, which indicated that reference and background checks would be conducted during the week of August 22, 2005 through Friday, August 26, 2005. A discussion was held on the background checks, which included cost, number of background checks to be conducted, and when they would be conducted. It was noted that the cost would be \$26 for each background check conducted. Consensus of the committee was that background checks would be conducted from August 23, 2005 and only on applicants selected for finalist interviews.

Further review of the calendar indicated that finalist interviews would be conducted on Monday, August 29, 2005. A candidate would be selected on the same day of interviews for recommendation by the Search Committee to the Full Board at a Special Board meeting to be held on Monday, September 19, 2005.

Discussion was held on the calendar, at which time questions arose regarding the number of preliminary applicants to be selected, whether interviews could be conducted via telephone in lieu of conducting the interviews in person, and whether the Board would pay expenses incurred by the applicant. Consensus of the committee was that the number of preliminary applicants would be dependant on the number of applications received, preliminary interviews could be conducted via telephone in lieu of conducting interviews in person, and the Board could not reimburse any candidates for expenses incurred during the interview process.

Ms. Green briefly reviewed the policy regarding equal opportunity employment, which included review of policies governing applicants who apply from outside the State of Louisiana. Consensus of the committee was that applicants would be considered based on their qualifications and not where the individual lives.

Further discussion was held on the calendar.

ON MOTION BY MS. MCKEE, SECONDED BY MR. WILMER AND CARRIED, the committee members approved the proposed three-month calendar and time line for the Director Search.

The next item for review was the proposed selection criteria form for the executive director position. Discussion was held on both general and specific criteria that would be used in selecting candidates for preliminary interviews.

Mr. Cospers then reviewed the types of interviews that could be conducted. It was noted that interviews could be held in open session or in executive session. The committee could recommend that interviews be held in executive session, but each applicant would be asked to provide written consent as to whether they would like their interview conducted in an open and public session or in a closed or executive session.

ON MOTION BY MS. JACOBS, SECONDED BY MR. WILMER AND CARRIED, the committee members approved providing the applicant a choice on having their interview conducted in open session or executive session and that written consent was to be obtained prior to their interview.

The next item for review was appointing a spokesperson for the committee. Discussion was held and it was noted that the spokesperson would have a set of questions that would be written out for the interviews. It was also noted that the same questions would be asked to all candidates and that follow-up questions from the committee members could be asked relevant to the initial set of questions asked.

ON MOTION BY MR. RICHARD, SECONDED BY MS. CRAIN AND CARRIED, the committee members appointed Mr. Faulk as spokesperson for the Search Committee.

Mr. Cospers then reviewed samples of comments that could be used for the interviews, which included introductory comments, comments after the questions were asked, and closing comments.

The next item for review was information provided to the committee members to assist them in conducting interviews. This included a summary of laws and polices governing employment practices, recommended approaches for avoiding illegal questions, suggestions for interacting with individuals who have disabilities, and a list of do's and don'ts that committee members needed to be aware of. Extensive discussion was held on this and Ms. Green answered questions from the committee members.

Mr. Cospers then reviewed questions posed to the committee members on how the interviews would be conducted. Foremost was whether any staff members assisting in the preliminary preparations for interviewing would be needed during the actual interviews. Discussion was held on this matter and consensus of the committee was that Mr. Cospers would not be in attendance for the actual interviews, but that both Ms. Champagne and Ms. Green would be in attendance. It was also noted that both Ms. Champagne and Ms. Green would not be in attendance if an executive session were called.

Mr. Cospers noted that although a spokesperson had been appointed earlier in the meeting a vice-chairperson should be appointed in the event that the spokesperson could not attend a meeting. After further discussion Mr. Wilmer was appointed as vice chairperson of the Search Committee.

The final question posed was how much time would be allotted for interviews and how much time would be allotted between interviews. It was suggested that the committee allow one hour for the interview (45 minutes of Q&A from the committee members and 15 minutes of Q&A from the applicant) and one half hour intermission between applicants. There was extensive discussion on whether there would be enough time to go through all of the questions in the allotted time. It was noted that the questions would be reviewed and approved by the committee before the preliminary interviews and would be confined to the allotted times.

After review and discussion of proposed questions for preliminary interviews the committee reviewed proposed questions for the finalists interviews. It was noted that the revised preliminary and finalist questions would be brought back to the Search Committee for review and approval at the next scheduled meeting on August 8, 2005.

Mr. Cospers then reviewed the section on LSERS' policies that affect hiring, which are the policies and guidelines as set forth either through departmental agency policy or Civil Service. Those policies and guidelines were relative to a drug free workplace, criminal background checks, promoting and anything that affects employment and termination as it relates to Civil Service.

The last item discussed was in reference to a contract. Mr. Cospers went over the pros and cons of having a contract and noted that the Board may want to consider whether there was a need for a contract between the new Director and the Board of Trustees.

The committee reviewed the selection criteria form again, as there was a need for further discussion on all criteria that would be used in selecting candidates for preliminary interviews. There was extensive review of the criteria, as the individual selected needed to be very diverse and a good manager and administrator who would be able to work with both the staff at LSERS and the Board of Trustees. Both general and specific criteria were discussed thoroughly and corrections made as per the committee's direction.

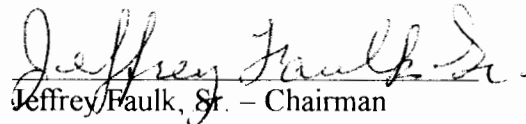
The committee held a mock interview with Mr. Cosper as the person being interviewed. This allowed the spokesperson an opportunity to ask questions while providing the committee insight as to how the interviews would be conducted and for determining the amount of time it would actually take for an interview. The mock interview was held until 11:40 a.m., at which time the committee took a break for lunch.

ON MOTION BY MR. RICHARD, SECONDED BY MR. WILMER AND CARRIED, the Search Committee reconvened at 12:20 p.m.

At the request of the Search Committee the mock interview continued, which included the rest of the questions, then a summation from the spokesperson and the person being interviewed.

ON MOTION BY MS. MCKEE, SECONDED BY MS. JACOBS AND CARRIED, the Search Committee agreed to adjourn at 12:36 p.m.


Patrick Cosper – Director


Jeffrey Faulk, Sr. – Chairman