



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
HISTORICAL PRESERVATION & HERITAGE COMMISSION

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Minutes
Executive Director Search Committee
August 29, 2017

Search Committee Members Present:

Ruth Taylor, Chair
Morgan Grefe
Michael Abbott
Edward Sanderson

Search Committee Members Absent:

John Smith

Staff Present:

Joyce Gervasio, RIHPHC CFO & Personnel Administrator

1. Call to Order:

The meeting was called to order at 3:30 PM, Ruth Taylor, Chair, presiding.

Ms. Taylor reported on her conversations with Brett Smiley, Governor's Chief of Staff, Tom Papa on Boards and Commissions, and Deb Dawson, Director of Human Resources, regarding the process for selecting a new Executive Director.

After discussion, the Committee members agreed to accept the assistance of the Governor's Office and Division of Personnel in conducting the search.

The Committee approved an updated job description prepared by Ted Sanderson based on other state job descriptions for comparable positions.

The Committee feels the current pay grade of #837 with a top step of \$93,575 is too low and less than the salaries offered by other states. Ruth reported that a starting pay of \$88,798 (step 3) may be offered. Personnel rules only allow for requesting a two-step increase to #839 with a top step of \$103,109. A second two-step increase may be requested in the future.

The Committee reviewed a draft position announcement and suggested two revisions: move general information about the executive director position to the beginning and add a summary of State benefits at the end.

The Committee feels the application period should be eight weeks or until filled.

Ms. Taylor will contact Brett Smiley and Meredith Curren in the Governor's Office.

Joyce Gervasio and Mr. Sanderson will prepare the Personnel request to advertise and fill the position, prepare the Personnel request for a two-step increase in the pay grade to #839, and draft a cover letter for Ms. Taylor's review and signature.

The meeting adjourned at 5:00 PM.

Minutes recorded by

Edward F. Sanderson
State Historic Preservation Officer