

Draft Meeting Notes  
GHI Transition & Search Committee Open Meeting # 5  
December 5, 2022

Attendees:

Everett Hitchner, Human Resources Manager and Staff Liaison  
Deanna Washington, Director, Member Services and initial host  
Committee Members: Tom Adams (co-chair), Heather Mortimer (co-chair,  
Board Liaison), Ed James (designated note-taker), Stephen Holland,  
Michael Campbell, Denna Lambert, Debbie McKinley, Joe Ralbovsky

Visitors: Peggy Sand (Consultant); Molly Lester, Mark Docker, Ben  
Fischler

Meeting objective: To prepare an Interim Progress Report for the GHI BoD  
(target date December 15, 2022) including:

- \* GHI General Manager Position Profile
- \* GHI General Manager Search Plan
- \* Summary of Board Member and Senior Staff November 22 Transition  
Survey
- \* Confidential Report regarding the GHI General Manager hiring and  
compensation range

The meeting was called to order at 7:03 by Co-Chair Tom Adams.

(1) Welcome and introduction of members and Committee, Staff liaison  
Everett Hitcher and consultant Peggy Sand.

Meeting attendees were welcomed, identified, and introduced.

(2) Agenda review and Committee agreed group guidelines.

No changes were made to the proposed agenda. Guidelines were those  
agreed to at the first meeting, and no review was needed.

(3) Introduction of the purpose and use of the position profile for the  
general manager and discussion of input from members in writing or at the  
meeting of the three sections posted on GHI website - Key  
Responsibilities, Initial Priorities, and Key Skills and Experiences.

The draft version of the GHI General Manager Position Profile was  
edited and finalized for submission to the GHI BoD.

(4) Review by consultant Peggy Sand of the remainder of the draft  
Position Profile and input/discussion.

Changes were discussed, and Peggy will make the final editing on the  
draft.

(5) Review and approval of summary minutes from the 11/29 meeting.

Tom Adams moved approval of the minutes, Debbie McKinley seconded, and  
the motion to approve carried unanimously.

(6) Review by consultant Peggy Sand of the draft Search Plan and  
discussion.

Minor changes were made to the document via Google Docs and approved  
by consensus.

(7) Agreement on next steps on the Position Profile and Search Plan Position before submitting to the Board for consideration.  
Final reviews were done.

(8) Discussion of next actions in December for the committee including communications.  
Public advertising for the GM position would commence. Staff would handle forwarding of all relevant documentation to the Manager for inclusion in the next GHI BoD meeting packet.

(9) Discussion and action on following motion to move into closed session:  
Motion: I move that the GHI Transition and Search Committee hold a closed meeting after the adjournment of our open meeting on Dec 5, 2022 to discuss matters pertaining to employees and personnel in accordance with Section 5-6B-19(e)(1)(i) of the Maryland Cooperative Housing Act.  
Moved: Tom Adams                      Seconded: Debbie McKinley                      Carried: 5-1  
(Holland opposed).

(10) Next meeting date and other business before adjourning.  
The next meeting is scheduled for 7 pm on Monday, January 9, 2023.

(11) Motion to adjourn meeting.  
Motion: To adjourn  
Moved: Joe Ralbovsky                      Seconded: Heather Mortimer                      Carried 5-0  
Note: One committee member had lost temporarily connection and did not vote.

The open meeting adjourned at 9:11 pm.

The closed meeting then convened and was attended by Tom Adams, Heather Mortimer, Ed James, Debbie McKinley, Denna Lambert, Peggy Sand, and Everett Hitchner.

The Draft Compensation Report was reviewed and agreed to by consensus. It will go to the GHI BoD for their meeting on December 15, 2023.

Motion: To adjourn  
Moved: Joe Ralbovsky                      Seconded: Tom Adams                      Carried: 6-0

The closed meeting adjourned at 9:35.