ORANGE WATER AND SEWER AUTHORITY

A public, non-profit agency providing water, sewer and reclaimed water services to the Carrboro-Chapel Hill community.

Meeting Summary
Human Resources Committee
July 22, 2019 3:30 p.m.

Committee Members:	Robert Morgan (Chair), Yinka Ayankoya, Bruce Runberg (left the meeting at 3:50 p.m.), Ruchir Vora and Ray DuBose (Ex Officio via telephone)
Other Board Members:	Bruce Boehm
Staff:	Stephanie Glasgow (via telephone) and Ed Kerwin
Public:	None

The Human Resources (HR) Committee met on Monday, July 22, 2019, to review and discuss the draft Request for Proposals (RFP) for professional and consulting services to provide executive search and assessment services for OWASA's next Executive Director.

In summary, the HR Committee agreed to:

1. Add language to RFP that OWASA will provide a single point of contact for the consultant's work.
2. Add language to RFP to make it clear all candidates (internal and external) will submit their qualifications and be evaluated following the same process.
3. Send the final draft RFP to the full Board of Directors inviting questions and comments.
4. Have the HR Committee Chair provide final approval to staff to send the RFP to consultants and post to OWASA's website.
5. Allow consultants about 45 days to provide their proposal.
6. Have staff provide the HR Committee a draft evaluation sheet to rank proposals.

The meeting adjourned at approximately 4:15 p.m.

Prepared by:

Robert W Morgan

Robert Morgan, Chair
Human Resources Committee