

**HEALTH SERVICES AND DEVELOPMENT AGENCY
EXECUTIVE DIRECTOR SEARCH SUBCOMMITTEE CONFERENCE
CALL MINUTES
November 30, 2018**

SUBCOMMITTEE MEMBERS PRESENT PARTICIPATING BY TELEPHONE

Alsup, Thomas, Chairman
Scarboro, Douglas, Vice-Chair
Chinn, Rick
Gaither, Keith, designee for the TennCare Director
Ridgway, Corey

SUBCOMMITTEE MEMBER ABSENT

Patric, Kenneth, M.D.

AGENCY STAFF PARTICIPATING BY TELEPHONE FROM THE AGENCY'S OFFICE

Christoffersen, Jim, General Counsel
Craighead, Alecia, Information Data Analyst
Eden-Hoback, Lowavia, Executive Assistant
Farber, Mark, Deputy Director
Hill, Melanie, Executive Director

ROLLCALL

Mr. Alsup requested a roll call at 2:00 p.m., Central Time

Present by way of conference call: Ridgway (participating by telephone from Nashville, TN), Chinn (participating by telephone from Oak Ridge, TN), Gaither (participating by telephone from Nashville, TN), Scarboro (participating by telephone from Memphis, TN), Alsup (participating by telephone from Nashville, TN)

Five (5) members present.

STATEMENT OF NECESSITY

A determination was unanimously made that this meeting is being held by teleconference because physical presence of subcommittee members from far corners of the state is not practical for a series of meetings to discuss the Executive Director search and action must occur quickly to have a hire made at the December meeting. The current Executive Director is retiring in January, and the new Executive Director needs to be in place with sufficient time to prepare for FY 2019-20 budget preparation and the 2019 Legislative session.

DISCUSSION OF APPLICANTS

Though the position closed on November 16, 2018, the Department of Human Resources did not forward resumes to the Executive Director until November 27, 2018. The resumes were forwarded to Agency members on November 29, 2018.

Agency staff conducted an initial vetting of the resumes, and offered to answer questions about them.

CHOOSING APPLICANTS TO INTERVIEW

Mr. Alsup moved that Logan Grant and Robin Morgan be interviewed by the Subcommittee.

Mr. Scarboro moved that Diona Layden and Michelle Taylor be interviewed by the Subcommittee.

Mr. Alsup withdrew Robin Morgan from consideration.

By unanimous vote, it was decided that Grant, Layden and Taylor would be interviewed, as well as any other candidate proposed by Subcommittee members.

UPCOMING MEETING DATES

The following dates have been scheduled: December 3, and December 7, 2018.

ADJOURNMENT

There being no further business, the meeting adjourned.

Thomas Alsup, Subcommittee Chair

* Minutes provide only a brief staff summary of the meeting and are not intended to be an all-inclusive report.