

**HEALTH SERVICES AND DEVELOPMENT AGENCY
EXECUTIVE DIRECTOR SEARCH SUBCOMMITTEE CONFERENCE
CALL MINUTES
December 3, 2018**

SUBCOMMITTEE MEMBERS PRESENT PARTICIPATING BY TELEPHONE

Alsup, Thomas, Chairman
Scarboro, Douglas, Vice-Chair
Ridgway, Corey

SUBCOMMITTEE MEMBER ABSENT

Chinn, Rick
Patric, Ken, M.D.
Gaither, Keith, Designee for the TennCare Director

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

DEPARTMENT OF HUMAN RESOURCES REPRESENTATIVE PARTICIPATING BY TELEPHONE

Yap, Kim

MEMBERS OF THE PUBLIC PRESENT BY TELEPHONE

Grant, Logan
Layden, Diona
Taylor, Michelle, M.D.

ROLLCALL

Mr. Alsup requested a roll call at 2:30 p.m., Central Time

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

Three (3) 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 INTERVIEW PROCEDURE

Subcommittee members and Mr. Yap discussed how questioning would be handled

CANDIDATE INTERVIEWS

1. Logan Grant
 2. Michelle Taylor, and
 3. Diona Layden
- were interviewed by the Subcommittee in the order listed.

UPCOMING MEETING DATES

The final Subcommittee meeting will be held on 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.