

Andover Youth Services Steering Committee Minutes

April 28, 2022

Select Board Room 3d Floor of Town Offices

Call to Order

Chair Ryan Murphy called the fifth meeting of the Andover Youth Services Steering Committee to order at 7:30 PM.

Members present: Albert Pless, Ryan Murphy, Brian Masterson, Laura McVeigh, Tim McCarron, Trent DeBonis, Lis Tamarkin.

Also Present: Town Manager, Andrew Flanagan, and Director of Community Services, Jemma Lambert.

Public Comment

Andrew announced there were no public comments and no one else was present at tonight's meeting.

Ryan noted that Jess Porter and Andy Egmont were not present at this meeting, but that Jess prepared a job description and following this group's approval, a website launch will follow.

Proposed Web Page

Andrew presented the Web page titled "**Andover Youth Services Steering Committee**" as follows:

"The Andover Youth Services steering committee is charged with developing a profile for the next Director of Andover Youth Services. A link to the profile can be found below. The profile will be used to solicit interest in the position and includes the necessary attributes and qualities that the town is seeking in the next Director. The profile will also serve as a framework for the evaluation of interested candidates. The steering committee is interested in the public's feedback about how the selection committee should prioritize and weigh the different skills, attributes, and qualities of the next Director. Please take a moment to fill out the committee survey which can be found here. Position profile-Director of Andover

Youth Services. The town is currently accepting resumes and letters of interest for the position. The application will be open through May 20, 2022.”

There are links to the agendas, minutes, and Steering Committee meetings.

The web-based **survey** developed by Andy was also presented. The survey has photos and asks respondents to rank the various **skills** listed on a scale of 1-5. *The skills listed were administrative and communication, program oversight and leadership, budget, finance, payroll, program development and design, and management.*

The next part of the survey asks for ranking of the following **qualities**: *inclusion, passion, leadership, integrity, and energy.*

There is also *an open response section.*

Lis asked when Steering Committee feedback must be submitted before this web page goes live, and whether categories of respondents such as parent, participant, youth, teachers etc. would be captured. Andrew asked for Committee responses by end of the day Monday, May 2, 2022, for a Tuesday May 3d website launch.

Transition to Selection Committee

This Committee for reviewing candidates includes Trent, Lis, Laura, Albert, and Ryan.

Next steps also included a **screening panel** facilitated by Jess and consisting of a rep from each of the following: AYS Steering Committee, Town Managers Office, Department of Community Services, DEI, and Andrea Egremont. The panel determines which candidates will be selected for an interview.

Another interviewing panel will consist of internal and external members, facilitated by Jess.

Andrew described the **Assessment Center** component as a half day of exercises and a public presentation. Evaluation of time management skills, crisis management/resolution, and the like will determine the top contenders for the second interview stage.

The Steering Committee discussed issues such as a finalist changing his or her mind, composition of the various committees, recusal in the case of a committee member knowing a candidate, ensuring trust, and a transparent process. Trent shared his positive experience as a panelist on another committee he was on.

Laura asked about where the job is being posted and Andrew said it is being widely disseminated through a number of communication channels.

Ryan confirmed that after the Steering Committee has put forward comments no later than Monday, May 2, 2022, the web page will be launched the next day, Tuesday, May 3, 2022. Andrew said there will be email updates and a meeting will be scheduled after the May 20th deadline date. The goal is hiring the next AYS Director by July 1, 2022.

Adjourn

It was moved by Ryan seconded by Trent, voted 7-0 to adjourn at 8:10 PM

Documents

Proposed “Andover Youth Center Steering” Committee Web page