

**MINNESOTA BOARD OF
PEACE OFFICER STANDARDS AND TRAINING**

**Executive Committee Meeting
POST Board Office
1600 University Avenue, Suite 200
Saint Paul, Minnesota
February 27, 2020**

**Committee Members
Present**

Ms. Kelly McCarthy, Chair
Mr. Drew Evans
Mr. Dave Titus

**Committee Members via
Conference Phone**

Ms. Becky Swanson

Staff Present

Ms. Abby Brown

Others Present

Ms. Patricia Bennett
Ms. Erica Klein
Ms. Barb Tuckner

Committee Members Absent

Mr. Jason Bennett
Mr. Tim Bildsoe

Chair McCarthy called the meeting to order at 10:04 a.m.

Executive Director Hiring process:

Chair McCarthy requested that Ms. Patricia Bennett, Human Resources Director for the Department of Public Safety (DPS), provide the committee with an overview of the hiring process. Ms. Bennett distributed a copy of a draft of the job duties, minimum qualifications and preferred qualifications (Attachment). This draft was based on the last Executive Director hiring process with additional comments from retired Executive Director Nathan Gove and current MN POST staff members.

Ms. Bennett recommended reviewing the Position Description to ensure that it still encompassed the duties that would be expected of the new Executive Director. Ms. Bennett stated that there is an electronic Hiring Form that would need to be completed by the MN POST Board and Fiscal Department to indicate that the funding would be available and position could be filled.

Ms. Bennett stated that once she has obtained the Position Description, the electronic Hiring Form and the Minimum and Preferred Qualifications, she would be able to create the job announcement. Ms. Bennett also indicated that she would need to know how long the announcement should be posted for.

Ms. Bennett stated that the vacancy could be posted on the State of MN career website and other third party websites if the Committee desired. Once the posting has closed, Human Resources (HR) would review all applications and forward to the Committee all who have met the Minimum Qualifications. HR will scan all of the resumes that met the minimum qualification and deliver them to Chair McCarthy. There is a 30 day appeal process for applicants who believe that they meet the minimum qualifications after HR has determined that they do not meet them.

Ms. Bennett stated that HR is available to vet the interview questions, but otherwise typically does not get involved in the interview process. She recommended that the initial interviews take place in front of a panel and encompass the same questions and benchmarks for each candidate. During the last hiring process, HR was involved in the second round of interviews which consisted of the top two candidates. The second interview was conducted in an open meeting and could have a large turnout. Ms. Bennett also recommended having a third party assist in facilitating the second round of interviews, due to the larger forum that could be involved.

Discussions ensued about the minimum qualifications and preferred qualifications. Ms. Bennett will create a final draft based on this discussion. The committee determined that they would like to announce the position in an open and competitive process. It was determined that the posting would be a four week announcement. Mr. Evans will generate the Hiring Form as he has access to the State on MN electronic forms. Ms. Brown will obtain the funding information for the form. Ms. Brown will supply the current Organizational Chart to Mr. Evans.

Ms. Barb Tuckner and Ms. Erica Klein discussed the overview of what Minnesota Management and Budget (MMB) can do to assist in this process. Ms. Klein will submit a MMB work proposal to Chair McCarthy for review.

The meeting was adjourned at 11:13 a.m.

The foregoing minutes were approved by the Executive Committee of the Minnesota Board of Peace Officer Standards and Training when it met on May 26, 2020.



Kelly McCarthy
Board Chair



Erik Misselt
Interim Executive Director