

**Orleans Parish Communication District
Special Board Meeting**

Friday, March 23, 2018, at 8:00 a.m.

**OPCD Board Room, McDaniels 9-1-1 Center
118 City Park Avenue, New Orleans, LA 70119**

AGENDA

- I. **Call to Order**.....Col. Terry Ebbert, Board Chair
- II. **Roll Call**.....Ausetua Amor Amenkum
- III. **Appointment of Interim Director of Operations**..... Board Chair
 - A) **Adopt Resolution 18-03**, authorizing 9-1-1 Deputy Director of Operations Tyrell Morris to be the 9-1-1 Interim Director of Operations during the absence of an Operations Director.
- IV. **Operations Director**.....Board Chair
 - A) **Adopt Resolution 18-04**, acceptance by the OPCD Board of Commissioners of the following documents as submitted and amended, as guidelines for recruiting and selecting the next 9-1-1 Director of Operations;
 - 1) Recruitment and Selection Process – OPCD Operations Director,
 - 2) Job Description for the position of 9-1-1 Director of Operations, and
 - 3) Operations Director Recruitment & Selection Timeline.
- V. **New Business** Board Chair
- VI. **Adjourn**.....Board Chair

Next Regular OPCD Board Meeting: Tuesday, June 12, 2018, at 10:00 AM

If you need special assistance to attend this meeting, please contact OPCD at 504-671-3911. Please provide at least 24 hours advance notice so OPCD can accommodate you in accordance with the Americans with Disabilities Act (ADA).

ORLEANS PARISH COMMUNICATION DISTRICT

BOARD OF COMMISSIONERS

ATTENDANCE

March 23, 2018

NAME	PRESENT	ABSENT
Chairman Col. Terry Ebbert (retired)	✓	
Orleans Parish Medical Society Vice Chairman, Brobson Lutz, MD, MPH	✓	
State Police Troop B Capt. Donovan T. Archote Proxy: Lt John Stelly	✓	
UMC New Orleans Director William J. Masterton Proxy: Dr. James Aiken	✓	
Louisiana National Guard Major Gen. Glenn H. Curtis Proxy: Col. Daniel Bordelon	✓	
At-Large Member Chief Administrative Officer, Judy Reese Morse	✓	
New Orleans Fire Department Supt. Timothy McConnell Proxy: Deputy Chief Roman Nelson	✓	
New Orleans Police Department Supt. Michael Harrison Proxy: Paul M. Noel	✓	
New Orleans EMS Dr. Jeffrey M. Elder Proxy: Carl Flores	✓	
Office of Public Safety & Homeland Security Director Aaron L Miller Proxy: Ross Bourgeois	✓	
Director, Dr. Joseph M. Kanter N. O. Department of Health Proxy: Tanya Jospeh	✓	


Chair

ORLEANS PARISH COMMUNICATION DISTRICT

BOARD OF COMMISSIONERS

GUEST ATTENDANCE

March 23, 2018

NAME	AGENCY/COMPANY
Kathleen Fargo	OPCD
Nanda Neupane	NOFD


Chair

ORLEANS PARISH COMMUNICATION DISTRICT

BOARD OF COMMISSIONERS

GUEST ATTENDANCE

March 23, 2018

NAME	AGENCY/COMPANY
Janice Lewis	NOEMS
Jon Wisley	CAI


Chair

ORLEANS PARISH COMMUNICATION DISTRICT

RESOLUTION NO. 18-03

A RESOLUTION AUTHORIZING THE CHAIR OF THE BOARD OF COMMISSIONERS OF THE ORLEANS PARISH COMMUNICATION DISTRICT TO AUTHORIZE 9-1-1 DEPUTY DIRECTOR OF OPERATIONS TYRELL MORRIS TO BE THE INTERIM 9-1-1 DIRECTOR OF OPERATIONS DURING THE ABSENCE OF AN OPERATIONS DIRECTOR.

WHEREAS, the Orleans Parish Communication District (hereafter, "OPCD") and the City of New Orleans have engaged into a Cooperative Endeavor Agreement (hereafter, "CEA") to consolidate 911 resources into the OPCD; and

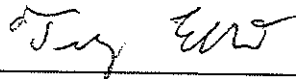
WHEREAS, the CEA calls for an Operations Director to oversee the daily management of the Telecommunicators of the OPCD;

NOW THEREFORE, BE IT RESOLVED THAT:

Upon satisfying the above criteria, the Chair of the OPCD Board of Commissioners of the Orleans Parish Communication District is hereby authorized to appoint 9-1-1 Deputy Director of Operations Tyrell Morris to be the Interim 9-1-1 Director of Operations during an absence of an Operations Director, starting on Friday, April 13, 2018.

The Board hereby delegates to Mr. Morris the authority of the office of the 9-1-1 Director of Operations, including but not limited to the following: (1) to direct, administer and manage the affairs and general management of the Operations Section; (2) perform all duties necessary to comply with and carry out the provisions of the OPCD 9-1-1 Director of Operations duties, and other State and City law and regulations, and (3) other powers and duties as may be prescribed from time to time by the Board.

PASSED and ADOPTED this 23th day of March, 2018.



Col. Terry Ebbert, Board Chair

Recruitment and Selection Process – OPCD Operations Director

The OPCD Operations Director has announced her resignation effective for April 13, 2018. Following are steps recommended for recruiting and selecting another permanent Operations Director.

Establish a Search Committee

Set up a small search committee comprised of four (4) Board members:

Technical and practical assistance: Assist and carry out directives from the Committee, such as advertising, collecting resume's, setting up interviews, etc.

1. OPCD Executive Director, Stephen Gordon
2. OPCD HR Manager, Jeanne Hobson

Reviewing the Organization's Needs

Executive Director will provide an initial suggestion of the qualifications required for committee / board approval, using input from current OPS leadership, board members, and other stakeholders. Much will be obtained from the current job description.

- Based on the job profile, determine the minimum requirements for the position.
- Review the salary scale/range for the position. (\$80k - \$100k)

Deciding on a process

The Search Committee will research any legal or ethical issues that arise.

Advertise

It is recommended that advertisement is nation-wide to consider the largest pool of candidates.

Sources to consider advertising are:

- Professional journals, APCO and NENA
- Louisiana Chapters of APCO and NENA websites.
- City of N.O. job posting website
- State of Louisiana job posting website
- OPCD website
- Indeed.com
- Job boards
- ZipRecruiter

Confidentiality

Assure applicants that the OPCD will respect their confidentiality through the process of selecting the best and final applicants that are successful reaching the second round of selection. When final selections are being determined the Search Committee may decide to inquire with the applicant's current employer for an evaluation as part of their background investigation. This should be considered by the Search Committee before a job offer and before a vote of the Board of Commissioners.

Assessing Candidates

Initial Screening

The Search Committee will:

- Review all submitted applications.
- May request administrative support to review applications/resumes for disqualified applicants and identify them for the Search Committee.
- Will determine which candidates should be contacted for initial interviews.
 - A staff support person can arrange the interview timeslots with the candidates.
- Consider how interviews will be handled if there is a mixture of local and non-local candidates.

Interviewing

The Search Committee will:

- With the assistance of staff, if requested, determine their list of confidential interview questions.
 - It is recommended questions be open-ended eliciting responses that provide the opportunity for an applicant to describe themselves, explain their thought processes and demonstrate their experience and knowledge.
- The OPCD attorneys will review the questions to ensure they are legally permissible.
- Determine if local and non-local applicants can choose between a physical meeting, a video conference or a phone interview.
- The same questions will be asked of each applicant. Applicant responses will be evaluated by Committee members only.
- Depending on the number of suitable applicants, the Search Committee will decide on how many rounds of interviews are necessary. The search committee may conduct initial interviews or require applicants complete a questionnaire and recommend two to three candidates to be interviewed by the full board during a second interview.

Applicant Evaluation

Applicants will be requested to submit complete resumes, work histories and references. Applicants may be requested to complete a writing project to determine their approach on a topic as well as demonstrate their writing skills.

A job offer will be contingent upon the applicant passing a drug screen and a background investigation.

Approval

The final hiring decision will be made by the full board.

Internal communication

The change in leadership can be stressful for staff. The Board of Commissioners should keep employees informed of the process which may reduce anxiety. A Board member may meet with staff and employees as early as possible to give details of the transition plan.

OPERATIONS DIRECTOR RECRUITMENT & SELECTION TIMELINE

DATES	OVERALL TASK	SPECIFIC TASKS
3/23/2018	Board of Commissioners provide guidance for recruiting and selecting a new Operations Director. At special Board meeting.	<ol style="list-style-type: none"> 1. Establish a Search Sub-Committee 2. Approve Job description 3. Approve time line 4. Approve background investigation process. 5. Establish a salary range
3/26/2018	Staff advertises position.	
	Staff collects applications and resumes.	
5/4/2018	Closes advertising period.	Depending on number and quality of applications received the open submittal period can be extended by sub-committee.
5/7/18 to 5/10/18	If requested of staff, identify applications that are obviously disqualified and submit to committee.	
5/11/18 to 5/31/18	The sub-committee will conduct interviews with those selected for further review.	
When applicants pass first interview.	Background investigation and verification of references of applicants who pass the first interview.	
6/1/18 to 6/12/18	The Committee may decide to have an additional interview with a few applicants to recommend one selection to the Board or the top few may be interviewed by the entire Board.	At regular quarterly Board meeting on 6-12-18, the whole Board can interview the top few, or a single candidate, as determined by the sub-committee.
6/12/2018	Make a job offer to the top selected candidate.	

ORLEANS PARISH COMMUNICATION DISTRICT

RESOLUTION NO. 18-04

A RESOLUTION AUTHORIZING THE CHAIR OF THE BOARD OF COMMISSIONERS OF THE ORLEANS PARISH COMMUNICATION DISTRICT TO ESTABLISHING THE GUIDELINES FOR RECRUITING AND SELECTING THE NEXT 9-1-1 DIRECTOR OF OPERATIONS.

WHEREAS, the Orleans Parish Communication District (hereafter, "OPCD") and the City of New Orleans have engaged into a Cooperative Endeavor Agreement (hereafter, "CEA") to consolidate 911 resources into the OPCD; and

WHEREAS, the CEA calls for the Operations Director to oversee the daily management of the Telecommunicators of the OPCD; and

WHEREAS, the Board authorizes by resolution the formation of a sub-committee for the recruitment and selection of a 9-1-1 Director of Operations (hereafter the "Recruitment Committee"); and

WHEREAS, the Board will collaborate with the Recruitment Committee's findings and recommendations, to select a permanent 9-1-1 Director of Operations;

NOW THEREFORE, BE IT RESOLVED THAT:

The OPCD Board of Commissioners shall establish the guidelines for recruiting and selecting the next 9-1-1 Director of Operations, by adopting the following documents;

- A) Recruitment and Selection Process – OPCD Operations Director,
- B) Job Description for the position of 9-1-1 Director of Operations, and
- C) Operations Director Recruitment & Selection Timeline.

PASSED and ADOPTED this 23th day of March, 2018.

Col. Terry Ebbert, Board Chair