

## MINUTES

A meeting of the Alabama Real Estate Commissioners was held on October 10, 2013 at the AUM TechnaCenter in Montgomery, Alabama to discuss the job search for the Executive Director of the Alabama Real Estate Commission.

The meeting, having been duly noticed according to the Open Meetings Act, was called to order at 9:00 a.m. by Chairman Bill Watts and a quorum was declared.

Those present were Chairman Bill Watts; Vice Chairman Nancy Wright; Commissioners Steve Cawthon, Reid Cummings, Carole Harrison, Clif Miller, Dorothy Riggins-Allen, and Danny Sharp; and Consultants Sharleen Smith and Jane Goodson with Auburn University Montgomery (AUM). Commissioner Jewel Buford was absent with notice. The Commissioners and the consultants discussed updates on the progress of various factors regarding the job search:

- The compensation study is in progress with information being collected from the southeastern states and from the State of Alabama Personnel Department.
- Alabama Real Estate Commission staff will receive all updates regarding the search from the Commission minutes.
- The Association of Real Estate License Law Officials declined to post a job notice and Commissioner Nancy Wright will make contact with ARELLO® members via the listserv/email in order to distribute the job announcement to the members of ARELLO®.
- The National Association of REALTORS® declined to post a job announcement.
- The job announcement is on the website of State of Alabama Personnel Department and, in process of payment, will be posted by the American Society of Association Executives.

The AUM consultants conducted training concerning the best practices of interviewing and selection including the validity and legality of the interview process and interview questions. The Commissioners discussed the location in which the interviews will be held. Various locations were discussed with the consultants tasked with determining a conference room setting for the interviews.

A lunch break was at noon with the meeting reconvening at 12:45 PM.

The AUM consultants proposed 15 broad areas for selection criteria. The Commissioners provided their thoughts concerning the criteria. The AUM consultants then proposed the selection criteria's basis from the functions of the position description, the job-related behaviors on which interview questions were based, and interview questions appropriate to each criterion. A discussion was held around each criterion and associated behaviors with Commissioners' input being recorded. Interview questions were discussed as to the interview round in which the questions would be used.

The Commissioners discussed interview dates noting that no definite plans can be made until the number of applicants is determined. All applicants are to have their resumé and cover letter in by November 15, 2013. At this time, interview dates can be confirmed. The proposed dates are December 2, 2013 for the first round of interviews; December 16 and 17, 2013 for the second round of interviews; and January 7 and 8, 2014 for the third round of interviews.

The Commissioners planned to continue the discussions with the AUM consultants following the October 24 Commission hearings.

There being no further business, the meeting adjourned at 3:20 p.m.

Done this 10<sup>th</sup> day of October, 2013.

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Bill Watts, Chairman and Recording Secretary