

MINUTES

The Alabama Real Estate Commission met on August 5 and 6, 2014 to conduct face-to-face interviews of the top four job candidates for the Assistant Executive Director position. The interviews were held at the offices of the Alabama Real Estate Commission, 1201 Carmichael Way, Montgomery, Alabama.

Those present were Nancy Wright, Assistant Executive Director Search Committee Chair; Search Committee members Commissioners Carole Harrison and Dorothy Riggins-Allen; Commission Chair Bill Watts; Commissioners Steve Cawthon, Jewel Buford and Clif Miller; and Patricia Anderson, Alabama Real Estate Commission Executive Director. Commissioners Reid Cummings and Danny Sharp were absent with notice.

The meeting, having been duly noticed by the Open Meetings Act, was called to order at 8:00 a.m. on August 5, 2014 by Search Committee Chair Nancy Wright, and a quorum was declared.

The primary purpose of the two-day meeting was for the full Commission to interview the final four candidates for the Assistant Executive Director position. Each candidate answered questions in a structured interview format. Each interview lasted approximately two hours. Following each candidate's interview, Commissioners finalized their individual ratings of the responses to the structured interview questions using the approved criteria and rating anchors. Overall ratings of each candidate were reviewed and discrepancies were discussed among Commissioners. The final rankings were determined by averaging the three scores for each candidate from the supplemental questionnaire and each of the two face to face interviews.

The two day meeting adjourned at 4:00 p.m. on August 5, 2014 and reconvened at 8:30 a.m. on August 6, 2014. The meeting to interview candidates adjourned at 12:00 p.m. on August 6, 2014.

Nancy Wright, Chair
Assistant Executive Director Search Committee