

To: The WJFF Board of Directors

From: Sally Stuart, Chair, Personnel Committee

Re: Personnel Committee Update

Since the last Board meeting, the Personnel Committee has met several times to prepare for Dan Rigney's annual performance review and to meet with him. In addition, we have met to plan, monitor progress and determine a recommendation to the board on the hiring of an Assistant General Manager. Almost all of our work of late has been done in executive session as it has involved confidential matters.

I will use this space to describe the steps we have taken. We will have an executive session to go over the confidential aspects during our meeting.

General Manager Performance Review

The review process included input from eleven board members through the survey as well as written and verbal input from six board members outside of the survey. Many board members were concerned following the January Board Meeting and I made time to hear and incorporate a good deal of this feedback. In addition, Personnel Committee members gathered input from six volunteers. Dan completed his self-evaluation and the committee reviewed it and give input and advice on the review. I drafted the written review and committee members were given time to review and comment on the draft. I shared the written evaluation with Dan on 1/30 and the committee met with Dan on 1/31 to discuss and supplement the review verbally.

We recommended a number of areas for improvement and professional development as well as offered coaching and are increasing frequency of check ins and supervision in some areas.

The review includes a goal setting process that builds on the work of last year's review while moving more in the direction of specific and measurable goals/targets for the next year.

If there is interest, I can share more detail about the review during executive session.

Assistant GM Hiring Process

Dan collaborated with the Personnel Committee, Thane and Tim on the Assistant General Manager job description. It was advertised and posted in the following outlets: Times Herald Record, SC Democrat, River Reporter, Wayne Independent (Now TriCounty Independent), NFCB, CPB, NYS Assoc Broadcasters, PA Association of Broadcasters, Broadcast Career Link, Indeed, Idealist, and New York Foundation for the Arts. We received over 35 applications which Dan reviewed and classified as Yeses, Maybes and Nos. Thane, Tim and I also reviewed

the applications. We formed a hiring group to work with Dan drawing from the Personnel Committee and a volunteer who is both experienced in hiring and works in the WJFF office regularly. The hiring group was Sally Stuart, John Gordon and Barbara Demarest. Thane and Tim were kept informed and Thane was able to join the interviews. Dan did qualifying phone interviews with seven applicants and recommended four for interviews with the hiring group. The interviews were held on 1/30 and 31. Our first-choice candidate pulled out after her interview and we eliminated one candidate from the top four as not right for WJFF. Leaving us with two very different and interesting finalists.

There was good diversity in the applicant pool and the finalists included 2 women, 2 men, one of whom was a person of color. There were candidates with local roots and from outside the area.

One finalist had been interviewed by phone as he was unable to come in person on the dates available. Given our interest in him and his radio background, Sally met with him in Brooklyn on 2/8. She recommended arranging a visit for him to WJFF. This finalist met in-person with Thane, John and Dan on 2/17. Dan spoke with references for the two finalists and had several follow up conversations with the other finalists. The hiring group had a call on 2/19 and we unanimously endorsed Dan's recommendation to hire one of the finalists. Her references were exceptionally positive and enthusiastic. We feel she brings very strong administrative, organizational, tech and sales skill sets as well as deep knowledge of the community we serve. She will require training in the basic on-air radio skills, but we are confident that she is up to the task, for which she has expressed an eagerness to begin right away. She has worked as a volunteer, managed volunteers and has trained and managed staff.

The hiring group met with the Personnel Committee on 2/20 and reported on the process as well as its recommendations. The personnel committee voted in favor of recommending the finalist and the salary range discussed to the board at the next meeting.

I will share more details confidentially during our meeting.

I wish to thank John Gordon and Barbara Demarest for being wonderful colleagues on these hiring group. They have given a lot of time to this and we all feel it was deliberative, fair and thorough process.

I also wish to thank the personnel committee members who given a great deal of time and worked consistently with me on both the review and the hiring of an Assistant GM.

February 21, 2020