



**Minutes
Special District Executive Committee
February 21, 2022**

I. Call to Order

- A. Meeting Call. DG Bob Hobaugh called the meeting to order at 2:04 and noted the presence of a quorum.
- B. Attendance. In attendance were DGE Len Gieseler, DGN Diane Donaher, Foundation Chair Cindy Hornaman and IPDG Janet Kolepp.

II. Old Business

- A. District Youth Exchange Assistant. The DEC reviewed the resume of Tyler Kinslow and the recommendation of the Youth Exchange Committee to engage Tyler Kinslow. The DEC previously reviewed the form of an Independent Contractor Agreement for this engagement. DGE Len Gieseler moved, IPDG Janet Kolepp seconded, and it passed unanimously to engage Tyler Kinslow to work with the Youth Exchange Committee under the form of Independent Contractor Agreement. IPDG Janet Kolepp stated that the Youth Exchange Committee refers to this position as "District Youth Exchange Program Administrative Assistant." The DEC expressed a consensus that such a name is serviceable.
- B. District Youth Clearance Assistant. DG Bob Hobaugh advised that Susan Fread has passed the clearances to perform clearance work for District youth volunteers outside Youth Exchange. He awaits her executed Independent Contractor Agreement. DG Bob has been handling youth volunteer clearances and looks forward to Susan Fread taking the position.

III. New Business

- A. Candidates for Administrative Assistant. DG Bob Hobaugh advised that he received resumes for the position of District Administrative Assistant from four candidates, and that two other candidates might apply.
 - B. Initial Interviews. It was the consensus of the DEC to have DGN Diane Donaher, DGE Len Gieseler and DG Bob Hobaugh meet with the candidates and make a recommendations to the DEC. IPDG Janet Kolepp said she does not need the resumes now but prefers to receive applicable resumes before voting on a candidate.
 - C. Interview Schedule. DG Bob Hobaugh said he is scheduling into mid-March and will send a range of dates and times to DGE Len and DGN Diane before scheduling with candidates.
- IV. Next Meeting. The DEC will meet in-person on February 28, 2022 at 6:30 PM at the Spinnerstown Hotel.
- V. Adjournment. Foundation Chair Cindy Hornaman moved, IPDG Janet Kolepp seconded and it passed unanimously to adjourn the meeting at 2:15 pm.