

## SUCCESSION PLANNING

Arlene's plan is to retire between October 2024 and April 2025

November 2023-December 2023

1. General discussion with Council members (thoughts on location, how much time is needed for training of new director by Arlene, etc.)
2. Arlene will check in with both Teachwell Solutions (East Dakota Educational Cooperative) and the Department of Human Services to discuss any concerns or possible changes to the contract for personnel services that begins June 1, 2024). (additional costs for advertising, new hire costs, review 5% administrative fee allowance, any changes to use of state email/phone system, etc.)
3. Committee – review job description – Eric, Brenda and Jessie  
Arlene shared the current position description and information received from the Information & Technical Assistance Center for Councils (ITACC)

January 2024 – March 2024

1. At Council meeting, share results of discussions with Teachwell Solutions and Department of Human Services.

Meeting on 12/4 with Shawnie, Tom Martinec and Joey. DHS will provide FTE position for the new director. Because the Council is not an entity without DHS this makes sense. Most DD Councils nationwide are state positions within the Designated State Agency (DSA).

Having the position within the DSA worked well prior to Arlene's hiring as director. If the Council was always at odds with the Division, it might be better to have the position outside the DSA.

On 12/4 I shared with Teachwell that we are working to finalize this year's contract and will plan to do another to begin next June for a shorter timeframe for Arlene. The new director would be hired through the state system.

2. Continue committee to work WITH DHS and Human Resources on position description, salary range recommendations, education requirements, etc.

April 2024 – July 2024

1. At Council meeting, finalize above discussions, choose a possible start date, review advertising information and timeline.

July 2024 – September 2024

1. Continue with current committee or choose a Selection Committee to complete interviews. Discuss/develop interview questions. Will the full Council make the final decision about hiring or accept recommendation of the committee, etc.
2. Begin advertising, hold interview (phone/Zoom/in-person)

October 2024 – December 2024

1. Selection completed and offer for employment made to selected applicant.