



Kentucky Environmental Education Council (KEEC)
Special Council Meeting Minutes
November 29, 2016

Meeting Location: Capitol Education Center, Frankfort, KY

Meeting Time: November 29, 1:00 p.m. Eastern

Council Members in Attendance: Chair Horace Brown, Vice Chair Billie Hardin, Lona Brewer, Karin Ceralde, Gordon Garner, Marcus Norton, Karen Reagor

Absent Members: Greg Higdon

Staff in Attendance: Wesley Bullock

Others in Attendance: Mardi Montgomery, Kevin Osborne

Meeting Introduction

The meeting was called to order by H. Brown at 1:15 PM. He welcomed Mardi Montgomery and Kevin Osborne from the Education and Workforce Development Cabinet.

Minutes Review

⇒ At 1:16 PM, K. Ceralde moved to approve the minutes of the October 2016 Council Meeting. K. Reagor seconded. All were in favor; none were opposed. The motion passed.

Executive Director Hiring Process

M. Montgomery noted that Secretary Heiner asked her to sit in on the final three interviews for the Executive Director position. After discussion about whether second interviews would be redundant, the Council consensus was to conduct second interviews with three candidates because the Council and Secretary Heiner had already agreed to this process. K. Osborne pointed out that adhering to this process would not require a motion since the process was already agreed to in a previous motion. L. Brewer noted that the hiring committee could develop new questions for second interviews. The hiring committee, M. Montgomery, and K. Osborne agreed to schedule second interviews on Monday, December 5. The Council Chair announced that the Council would hold a Special Meeting at 3 PM on December 5 at the 300 Building, 4th Floor, in order to make a final decision on hiring an Executive Director.

Interim EE Specialist Hiring Process

The Council discussed creating a hiring process for the interim Environmental Education Specialist to be conducted in the absence of an Executive Director. The discussion was based on a proposal submitted by W. Bullock:

Proposed Process/Timeline

- As soon as the Executive Director is appointed by the governor, he or she assumes control of the process
- In the meantime, Wesley asks Secretary Heiner how he would like the cabinet to participate in the process [M. Montgomery offered to participate on behalf of the Secretary]
- Wesley meets with one [changed to two] Council Member to narrow applicants to 3-5 candidates for interview
- Wesley conducts interviews with Council Members and cabinet staff if available
- Target hiring date: January 1
- Wesley trains and supports whoever is hired

Considerations for the Position

- Capable of planning and teaching water education workshops and encouraging teachers to participate in workshops and KGHS
- Breaks down to
 - Experience working with teachers
 - Water education experience
 - Curriculum development experience
 - Grant experience
 - Good communication is more important than good organization
 - Education experience is more important than grant experience

M. Montgomery offered to represent the Education and Workforce Development Cabinet in interviews.

M. Montgomery and K. Osborne left the meeting.

Motion to Approve Hiring Process for Interim Environmental Education specialist

⇒ At 2:05 PM, B. Hardin moved to have K. Reagor, K. Ceralde, W. Bullock meet to narrow down the list of candidates for the interim environmental education specialist position to 3-5 individuals. The criteria for narrowing the list will be based on the proposed hiring procedures document, with the additions of outreach to teachers, including promoting and marketing, and ability to travel. W. Bullock and L. Brewer will conduct interviews for the position, along with a representative of the Education and Workforce Development Cabinet, and make the hiring decision, with a start date as soon as possible in January. G. Garner seconded the motion. All were in favor; none were opposed. The motion passed.

Motion to Enter Closed Session

⇒ At 2:07 PM, L. Brewer moved to enter closed session pursuant to KRS 61.810(f) to discuss candidates for the interim Environmental Education Specialist position. M. Norton seconded. All were in favor; none were opposed. The motion passed.

Motion to Exit Closed Session

⇒ At 2:20 PM, M. Norton moved to exit closed session. K. Reagor seconded. All were in favor; none were opposed. The motion passed.

The Council asked W. Bullock to draft questions for the interviews of the interim Environmental Education Specialist candidates, and to send the questions to the Council and M. Montgomery by email for their input.

Motion to Adjourn

⇒ At 2:29 PM, M. Norton moved to adjourn the meeting. H. Brown seconded. All were in favor; none were opposed. The motion passed.