

**Developmental Disabilities Council**  
**Personnel Committee Minutes**  
**May 31 2019**  
**Margaret O’Neill building, 410 Federal St.**  
**11 a.m. – 1pm**

**Members Present:** Michael Harris, Deb McCann, Laura Waterland Nancy Lemus

**Members Absent:** all members were present.

- I. **Call to Order** – Michael Harris called the meeting to order.
- II. **Approval of Agenda** – members present unanimously approved the agenda.
- III. **Review of materials to develop the Executive Director job posting** – The committee members present reviewed the rough draft of the Executive Director Job posting that was created by Homeland Security. Certain members did not like the format of the draft that was given to the committee from DSHS. Mr. Swiski from Homeland explained that DSHS submitted this draft using the information given from the committee, which included the Pennsylvania model. He also stated the job posting just has to include the state required benchmarks, such as, that they have to follow state and federal laws pertaining to expenditures, and that they will follow the principles of the budget and accounting manual for the state of Delaware. Mr. Swiski also explained that the job description must include that the candidate must go through a background check once a contingent offer is made, and that they shall be knowledgeable of the states merit rules, as the director will supervise merit employees. As long as these benchmarks are in the job description, everything else is up to the committee, as long as it is in accordance with state law.

The committee continued to have a lengthy discussion to discuss the education and the years of experience requirement for the position. The committee decided to make several changes to the draft that was submitted by DSHS. Laura Waterland agreed to create another draft incorporating all the discussed changes.

- IV. **Other Business From the Group** – No other business was discussed.
- V. **Next Meeting Date** – The next meeting date discussed was June 25 at 2:00 PM at the Margaret O’Neill building. Emmanuel Jenkins (DDC Staff) will send information out to the committee.
- VI. **Adjournment** – The meeting adjourned at 12:50 PM.

