

EXECUTIVE SEARCH COMMITTEE MEETING

Thursday, May 15, 2025 – 2:00 PM

Virtual Only

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AGENDA

- I. Call to Order and Approval of Agenda (*Committee Action*)**
- II. Acceptance of Minutes (March 26, 2025) (*Committee Action*)**
- III. Interview Questions (*Committee Action*) (5 min)**
- IV. Executive Director Candidate Update & Discussion¹ (*Committee Action*) (45 min)**
- V. Next Meeting (*Information*) (5 min)**
- VI. Adjournment**

¹ Executive Session pursuant to NDCC 44-04-18.27 to discuss exempt applicant data

**STATE INVESTMENT BOARD
EXECUTIVE SEARCH COMMITTEE
MINUTES OF THE MARCH , 2025, SPECIAL MEETING (VIRTUAL)**

MEMBERS PRESENT: Dr. Rob Lech, TFFR Board, Chair
Thomas Beadle, State Treasurer, Vice Chair
Pete Jahner, External Representative

STAFF PRESENT: Rachel Kmetz, Interim CFO/COO
Missy Kopp, Exec Assistant
Sara Seiler, Supervisor of Internal Audit

GUESTS PRESENT: Kim Bradney, CBIZ/EFL
Dan Cummings, CBIZ/EFL
Tamara Wesely, CBIZ/EFL
Members of the public

CALL TO ORDER:

Dr. Lech called the State Investment Board (SIB) Executive Search Committee meeting to order at 3:31 p.m. on Wednesday, March 26, 2025. The meeting was held virtually.

AGENDA:

The agenda was considered for the March 26, 2025, meeting.

IT WAS MOVED BY TREASURER BEADLE AND SECONDED BY MR. JAHNER AND CARRIED BY A VOICE VOTE TO APPROVE THE AGENDA FOR THE MARCH 26, 2025, MEETING AS DISTRIBUTED.

**AYES: TREASURER BEADLE, MR. JAHNER, AND DR. LECH
NAYS: NONE
MOTION CARRIED**

MINUTES:

The minutes were considered for the March 12, 2025, meeting.

IT WAS MOVED BY MR. JAHNER AND SECONDED BY TREASURER BEADLE AND CARRIED BY A VOICE VOTE TO ACCEPT THE MARCH 12, 2025, MINUTES AS DISTRIBUTED.

**AYES: TREASURER BEADLE, MR. JAHNER, AND DR. LECH
NAYS: NONE
MOTION CARRIED**

EXECUTIVE DIRECTOR (ED) SEARCH NEXT STEPS:

Ms. Seiler reviewed the proposed ED job description. If the Committee approves the updated job description, it will be brought to the SIB for final approval.

IT WAS MOVED BY TREASURER BEADLE AND SECONDED BY MR. JAHNER AND CARRIED BY A VOICE VOTE TO RECOMMEND THE DRAFT ED JOB DESCRIPTION TO THE SIB FOR APPROVAL

**AYES: TREASURER BEADLE, MR. JAHNER, AND DR. LECH
NAYS: NONE
MOTION CARRIED**

A suggested timeline for the ED search was provided by EFL/CBIZ and they will share a list of suggested interview questions for consideration. Ms. Wesely, EFL/CBIZ shared the draft job posting and a list of sites where the posting will be shared. The Committee reviewed the timeline and agreed that it is appropriate.

NEXT MEETING:

The next meeting will be scheduled in May to review candidates and decide who the committee will interview.

OTHER:

With no further business to come before the Executive Search Committee, Dr. Lech adjourned the meeting at 3:57 p.m.

Prepared by:

Missy Kopp, Assistant to the Board

MEMORANDUM

TO: SIB Executive Search Committee
FROM: Sara Seiler, Supervisor of Internal Audit
DATE: May 13, 2025
RE: Interview Questions

CBIZ EFL Associates has provided a list of potential interview questions. It is recommended that the committee chair and the supervisor of internal audit will work together on selecting the questions and assigning who will ask each question.

COMMITTEE ACTION REQUESTED: Approval of committee chair to work with the supervisor of internal audit on selection of interview questions.

Executive session materials will be send separately to committee members.