

Veteran Advocate Nominating Committee

Meeting Minutes

June 1, 2023

1:30 – 2:30 pm

Date of meeting: Thursday, June 1, 2023

Start time: 1:33 pm

End time: 2:30 pm

Location: Virtual Meeting (Zoom)

Members participating remotely		Vote 1*	Vote 2	Vote 3
1	Daniel Shark (<i>chair</i>) – Executive Office of Health and Human Services (EOHHS)	X	X	X
2	Sean Collins – Board of Trustees of the Holyoke Soldiers' Home	X	X	X
3	Emmanuel Dockter – Executive Office of Veterans' Services (EOVS) (<i>designee of Secretary Santiago</i>)	X	X	X
4	Brooke Doyle – Department of Mental Health (DMH)	-	-	-
5	Jeffrey Farnsworth – Executive Office of Public Safety and Security (EOPSS)	-	-	-
6	James C. Fratolillo – American Legion	X	X	X
7	Gary W. Keefe – Mass. National Guard	-	-	-
8	Bill LeBeau – Veterans of Foreign Wars (VFW)	-	X	X
9	Caitlyn Letourneau – Office of Senator John Velis (<i>designee of the Senator</i>)	X	X	X
10	Tom Lyons – Board of Trustees of the Chelsea Soldiers' Home	X	X	X
11	Bridget Plouffe – Office of Representative Cassidy (<i>designee of the Representative</i>)	X	X	X

* (X) Voted in favor; (O) Opposed; (A) Abstained from vote; (-) Absent from meeting or during vote

Proceedings

Assistant Secretary Shark called the meeting of the Veteran Advocate Nominating Committee to order at 1:33 pm. He noted that all votes taken during the meeting would be conducted via roll call vote.

Assistant Secretary Shark proposed that the Committee vote on the meeting minutes from the previous 5 meetings and asked if there are any proposed changes.

Vote 1 to approve minutes from 4/27, 5/4, 5/17, 5/19, 5/24: Assistant Secretary Shark called for a vote to approve the minutes from the Committee's previous 5 meetings on 4/27, 5/4, 5/17, 5/19, and 5/24. The vote was approved by roll-call vote (see detailed record of votes above).

Adjutant LeBeau joined the meeting at 1:37pm.

Assistant Secretary Shark summarized that the preliminary screening subcommittee completed its initial screening and narrowed down the candidate pool to 4 finalists. He noted that the subcommittee originally had a target to bring forward 5 candidates but after the screening and interview process, the subcommittee determined only 4 candidates stood out as finalists to bring to the full committee. The 4 finalists are Susan Kane, Glen Hevy, Robert Notch, and Greg Widberg. These 4 candidates were selected among 7 who the subcommittee interviewed.

Assistant Secretary Shark noted that as of the time the subcommittee last met on 5/24, 6 additional candidates applied since the original deadline, but did not seem to meet minimum requirements. One additional resume came since, who seems to be very qualified and suggested that the Committee discuss the 4 finalists and consider bringing this individual to the full committee to discuss. Mr. Lyons asked when the additional resume came in and Assistant Secretary Shark said that he became aware of it after the subcommittee met last week. General Collins expressed that it may seem unfair to consider applicants that applied after the deadline in case the deadline deterred other potential applicants from applying. Assistant Secretary Shark clarified that priority consideration was given to candidates that applied by the deadline, which is what the subcommittee did. Mr. David Olsen, HR Operations Director from HRD concurred and clarified that considering applicants after a priority deadline is fine to do.

Assistant Secretary facilitated a discussion on the finalist candidates. He suggested that the subcommittee members summarize their thoughts about each candidate one by one. The preliminary screening subcommittee members (Assistant Secretary Shark, Mr. Lyons, Mr. Fratolillo, and Mr. Dockter) summarized Ms. Susan Kane's resume and candidacy. Assistant Secretary Shark noted that the purpose of the subcommittee sharing their observations is so that the full committee can gain some context and understanding to formulate their own questions. General Collins asked how interviews were scored and Assistant Secretary Shark clarified the preliminary screening subcommittee's method of initially categorizing all candidates into 3 buckets: (1) Definitely interview; (2) Maybe Interview; and (3) Do not interview and decided who to offer interviews from there. After interviews, there was not a specific scoring mechanism and the subcommittee had broad consensus of the 4 finalists to bring forward. Mr. Dockter further clarified that there was also broad consensus that there was not a fifth candidate to move forward and to not bring forward an excess of candidates to the full committee that were not qualified. The subcommittee members summarized the resumes and candidacies of Mr. Glen Hevy, Mr. Greg Widberg, and Mr. Robert Notch.

Assistant Secretary Shark proposed that barring any objection, that interviews for the 4 finalists be scheduled. Assistant Secretary Shark suggested that to bring the number of finalists up to 5 individuals, the subcommittee reconvene to discuss if the additional candidate that came in should move forward. Mr. Fratolillo and Mr. Lyons expressed the desire to look at the resumes for all candidates that came in after the deadline. Mr. Dockter concurred that it is preferable to bring 5 candidates to the full Committee for consideration and that the subcommittee should look at the additional candidates that applied. Adjutant LeBeau and General Collins agreed that it would be best to have 5 finalist candidates before scheduling second round interviews and General Collins praised the subcommittee's hard work and the summaries that were provided today were very helpful.

Assistant Secretary Shark suggested that the subcommittee meet again to early next week and potentially offer a couple first-round interviews to come back to the full Committee with 5 finalists. Committee

members agreed to meet again on Monday 6/5 at 3PM for the subcommittee to review additional resumes and hold Wednesday 6/7 at 4PM for a potential interview time.

Vote 2 to designate Chair to approve executive session minutes: Assistant Secretary Shark requested a motion to designate himself, as Chair, to approve the executive session minutes. Mr. LeBeau introduced the motion, which was seconded by Mr. Lyons and approved by roll-call vote (see detailed record of votes above)

In closing, Assistant Secretary Shark thanked members and noted if members have any questions, they should feel free to reach out directly to Committee staff.

Vote 3 to adjourn:

Assistant Secretary Shark requested a motion to adjourn. Mr. Fratolillo introduced the motion, which was seconded by Mr. Lyons and approved by roll-call vote (see detailed record of votes above).

The meeting was adjourned at 2:30 pm.

Meeting Materials

1. Draft 4/27/2023 Meeting Minutes
2. Draft 5/4/2023 Meeting Minutes
3. Draft 5/17/2023 Meeting Minutes
4. Draft 5/19/2023 Meeting Minutes
5. Draft 5/24/2023 Meeting Minutes
6. Veteran Advocate Finalists Resumes for Susan Kane, Glen Hevy, Robert Notch, and Greg Widberg