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AGENDA ITEM

For Possible Action

Information Only

Date: June 22, 2023
Item Number: VIII
Title: Executive Director Recruitment Update

PURPOSE

The purpose of this report is to provide the Exchange Board of Directors with an update on the recruitment process of an Executive Director for the Exchange. The majority of this report will be provided to the Board verbally.

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BACKGROUND

Former Exchange Executive Director, Ryan High resigned from the position effective May 12, 2023. The Exchange staff initiated recruitment through the Department of Administration’s Division of Human Resources Management (DHRM) upon his resignation. The position recruitment was posted around May 17, 2023 and the posting closed on June 9, 2023. These recruitment efforts attracted approximately ten candidates who applied for this position. Since June 9th, one candidate has withdrawn their application. Thus, the Board will be considering the resumes of nine applicants. The recruitment and job announcement was posted at the following locations:

- Nevada State Career website: <https://careers.nv.gov/> and https://hr.nv.gov/Sections/Recruitment/Unclassified-Non-Classified_Positions/
- Nevada Health Link's LinkedIn: <https://www.linkedin.com/feed/update/urn:li:activity:6884937277420781569>
- Nevada Health Link website: <https://www.nevadahealthlink.com/careers/>
- NASHP: <https://www.nashp.org/careers/>
- Also shared on Nevada Health Link's social media channels: Facebook, LinkedIn, and Twitter

The Executive Assistant and Chief Operations Officer at the Exchange have reviewed each of the applicants with the guidance of the Department of Administration's Division of Human Resource Management (DHRM) and the Exchange's Deputy Attorney General. It has been determined that best practice would be for the Exchange Board of Directors to review all nine applicants and choose who should move forward to the Public Interview process. In addition, the Exchange had requested the assistance of DHRM with the applicant's reference checks. Agency HR Services and the Exchange may be able to provide reference feedback to the Board upon the Board's request during these proceedings.

RECOMMENDATION

The Exchange recommends that the Board take the applicants into consideration for the purpose of narrowing down who the Board would like to invite to interview at the upcoming board meeting on July 13, 2023 at 1:30 pm or another date and time of the Board's choosing.

For the purpose of keeping the public interview process consistent, the Exchange and DHRM recommend that the Board decide the following:

1. How many questions should be asked.
2. Who will ask the questions during the public interviews.
3. How these questions should be gathered.
4. How long the interviews should last.

It should be noted that in the recommended process for public interviews, within DHRM, the Chair of the Board has final review and approval of the questions prior to providing these in the Boards interview packets on the day of the interviews.

Recruitment Process Followed in the 2022 Public Interview Process:

In February 2022, the Board agreed upon the following:

1. Each interview lasted at least 45 minutes in length.
2. The Board was allowed to submit possible interview questions for consideration to either the Exchange Deputy Attorney General (DAG), Agency HR, or the Exchange Executive

Assistant. It was determined that the Exchange Executive Assistant would collect the submitted questions and from there proceeded to compile a list of 12 main questions and three final generalist questions. The Executive Assistant assigned three questions to be asked by the same four board members. This kept the consistency of the interview process. It should be noted that in the Recommended Process for Public Interviews, the Chair of the Board has final review and approval of the questions prior to providing these in the interview packets on the day of the interviews.

3. At this time a board meeting is scheduled for **July 13th at 1:30 pm**, unless the board determines that a different date and time would be more appropriate.

The Exchange Board of Directors has the discretion, with guidance from the Exchange DAG, whether they would like to follow the same procedures done in 2022 or determine how they would like to handle these pieces of the public interview process this time around.