1. **December 10**: CEO Search subcommittee will review resumes and recommend 5-8 candidates for first round interviews.
   1. Criteria for resume review was developed by committee based on stakeholder feedback in advance of the session.
   2. Prior to conducting the resume review session, all CEO Search Subcommittee members will complete a confidentiality statement and review the implicit bias video from Public Health Seattle/King County.
   3. Hawkins will facilitate a resume review session with the subcommittee.
2. **January 15**: The Implementation Board will conduct the first round of interviews with 4 candidates.
   1. The CEO Search subcommittee will draft interview questions and submit these to the IB Co-Chairs. Prior to the date of the interview, IB Co-chairs will finalize the interview questions and provide them to Hawkins for distribution at the interview.
   2. All available members of the Implementation Board will participate in the first-round interviews. This will be a special Executive Session.
   3. Hawkins will facilitate the interviews and ranking of finalists.
   4. The IB will recommend the top 1-3 finalists for second round interviews.
   5. Hawkins will communicate to candidates regarding next steps.
3. **January 18-22:** The LEC and the SCA will have a meet and greet with the top 1-3 finalists and provide feedback to the IB.
   1. Johnathan Hemphill will arrange meet and greets with LEC leadership January 19th.
   2. The LEC will develop questions to be presented to the finalist during their meet and greet sessions.
   3. The SCA will arrange a meet and greet with the SCA the week of January 18-22.
4. **January 29**: The IB and GC will have a closed Executive session for the 2nd round interviews and recommend the top candidate for confirmation during the week of January 25th.
   1. The IB will develop 2nd round interview questions in advance of the interview.
   2. Hawkins will facilitate the 2nd round interviews.
   3. At the conclusion of the interviews, the GC while in executive session will share their thoughts about each candidate. At the conclusion of the discussion, the GC will leave the session and the IB, still in executive session, will vote to recommend one candidate to the GC for confirmation.
   4. The IB will draft a resolution to be voted on by the Governing Committee.
5. **February 4**: GC confirmation will occur during a special session.
   1. Hawkins will facilitate salary negotiations and start date with finalist prior to confirmation.
   2. The IB Co-Chairs will present the resolution at a special session meeting of the GC on February 4th.