

**DEPARTMENT OF INFORMATION RESOURCES
OPEN BOARD MEETING**

Thursday, December 3, 2015, 10:00 a.m.

300 West 15th Street, Clements Building, Room 103 Austin, Texas 78701

MINUTES

PRESENT

Arthur Troilo (Board Chair)
Wanda Rohm (video conference)
Charles Bacarisse (video conference)
Robert Pickering (video conference)
Keith Morrow (Board Chair)
Richard Moore (video conference)
David Mattax, ex-officio

ACTION

Mr. Troilo called the meeting to order at 10:01 a.m., with a quorum present.

TOPIC

2. Board administration

Consider approval of meeting minutes from the October 29, 2015, DIR Board Meeting.

MOTION

A motion was made to approve the previous meeting minutes by *Mr. Moore* and seconded by *Mr. Morrow*.

ACTION

The minutes were unanimously approved.

TOPIC

3. Executive Session

ACTION

Mr. Troilo recessed to executive session at 10:07 a.m., pursuant to the Texas Open Meetings Act to consult with its attorney pursuant to Section 551.071, Government Code, and to consider personnel matters under Section 551.074, Government Code. No actions were taken.

Mr. Troilo called the meeting back to order at 10:22 a.m., following the executive session. A quorum of the board was present. The board did not vote or take action in the executive session. *Mr. Troilo* continued with the agenda.

TOPIC

4. Consider actions resulting from discussions during executive session

Mr. Troilo informed that the board will hear a motion from *Mr. Morrow*.

TOPIC

Mr. Morrow moved that the job description presented to the board be approved. I further move that the department be directed to perform the following tasks:

1. Post the approved job description on the state job posting website.
2. Maintain the posting beyond the minimum required period, for at least 30 days, or longer as directed by the board personnel subcommittee.
3. Provide all applicant information to the chair of the board personnel subcommittee.
4. Provide assistance to the board personnel subcommittee as requested.

I further move that the personnel subcommittee review applicants and, using their discretion and good judgement, down select the applicants to a pool for interviews. Following initial interviews, the personnel subcommittee is directed to bring final applicants to the full board for final interviews and possible selection.”

“I will also note for the record that a final selection of an executive director will be made by the full board, meeting in open session.”

MOTION A motion was made to approve the job posting by Mr. Morrow and seconded by Mr. Pickering seconded the motion.

MOTION *Mr. Moore made a motion to slightly amend the job description under experience and training preferred to remove “Texas” before “legislative process”, remove “Texas” from “state laws” and “Texas” from “State of Texas purchasing”. Mr. Moore thinks this will broaden the application to have candidacy interest outside of Texas.*

Mr. Moore made a motion to amend the job description and Mr. Morrow seconded the motion.

Mr. Troilo informed the board that there is a motion to slightly amend the job description to remove “Texas” in the 1st three bullets under experience and training preferred.

ACTION The amendment to the motion was unanimously approved.

MOTION *Mr. Bacarisse made a motion to post the executive director job posting as amended and Mr. Pickering seconded the motion.*

DISCUSSION *Mr. Mattax commented that the motion as written is fine. It allows extension beyond the 30 day, but the 30 days for example if posted tomorrow will end as of January 3rd. Given the holidays, extended into January would be a good idea. I think it’s already discretion within the motion so it does not need to be amended. I’m just suggesting holding it open until the middle of January.*

Mr. Bacarisse commented good point and well taken.

Mr. Troilo commented the motion reads at least 30 days as Mr. Mattax pointed out.

Mr. Mattax commented that his comment doesn’t need to be amendment to the motion. We should proceed along those lines.

ACTION The motion was unanimously approved.

TOPIC **Public Testimony – No public testimony.**

Mr. Troilo commented the next board meeting is February 25, 2016.

MOTION *A motion was made to adjourn the meeting by Mr. Bacarisse and Mr. Moore seconded the motion.*

ACTION The meeting adjourned at 10:34 am.

Approved by the Board Chair:

John Scott, Chair

Date