

**Nebraska Commission for the Deaf and Hard of Hearing**  
**Special Full Commission Board Meeting**  
**May 28, 2013 – Approved on 6/14/2013**  
**4600 Valley Road, Room 4A, Lincoln, NE 68510**  
**University of Nebraska-Kearney, Communications Building, CMCT 243 via video conferencing**

Chairperson Mr. Steven Manning called the meeting to order at 1:10 p.m.

**B. Roll Call**

Members present were Mr. Michael Brummer, Ms. Eileen Dakan, Mr. Dillard Delts, Dr. Carol Lomicky; Mr. Steven Manning, Dr. Jan Moore, Ms. Diane Muelleman and Ms. Margie Propp. Absent was Ms. Amy Kasch. Staff attending were Dr. Peter Seiler, Executive Director and Ms. Lori Burrage, Business Manager. Interpreters were Mr. Ben Sparks and Ms. Peggy Williams.

**C. Acceptance of Agenda**

Mr. Manning asked for acceptance of the agenda. **Mr. Brummer made a motion to accept the agenda as presented. Mr. Delts seconded the motion. Roll call vote: Mr. Brummer, yes; Ms. Dakan, yes; Mr. Delts, yes; Ms. Kasch, absent; Dr. Lomicky, yes; Dr. Moore, yes; Ms. Muelleman, yes; Ms. Propp, yes. Vote was unanimous in favor of the motion.**

**D. Chairperson's Report**

**1. Acceptance of Resignation by Dr. Seiler**

Mr. Manning stated the members had received a copy of the resignation letter. **Mr. Brummer made a motion to accept the resignation with sadness and appreciation. Mr. Delts seconded the motion. Roll call vote: Mr. Brummer, yes; Ms. Dakan, yes; Mr. Delts, yes; Ms. Kasch, absent; Dr. Lomicky, yes; Dr. Moore, yes; Ms. Muelleman, yes; Ms. Propp, yes. Vote was unanimous in favor of the motion.**

**2. Preparation for Recruitment and Interview for Executive Director Position.**

Dr. Seiler provided two drafts of the job announcement. He stated that he met with Mr. Andy Russell with State Personnel and Mr. Matt Eash with the State Budget office; both felt the starting salary could be higher but that it is contingent on NCDHH PSL (Personnel Services Limit). A copy of the 2012 State Personnel Almanac was provided to the board members. Mr. Brummer asked for clarification on requiring three to five years of administrative experiences. Dr. Seiler stated he removed the supervisory experience but left the administrative experience. Ms. Propp suggested three years of administrative experience. Dr. Moore stated it should be a minimum of three years of administrative experience. Dr. Seiler stated the job market is pretty open with individuals who have a variety of backgrounds and who may be interested in the position. Not all of the potential candidates may be Deaf or Hard of Hearing. Therefore, he added the applicants must be fluent in American Sign Language (ASL) or willing to learn within a year of starting employment. A lengthy discussion followed with some favoring proficiency in ASL and some arguing for just proficient in sign language.

**Ms. Propp made a motion that the qualifications should read, Bachelor's degree in administration, social services, or deafness-related fields required. Master's degree is preferred. A minimum of three years administrative experiences required. Preference given to applicants fluent in ASL. Mr. Delts seconded the motion. Ms. Muelleman asked if**

the supplemental questionnaire is required. Mr. Delts stated it is very helpful when screening applicants. Dr. Lomicky and Dr. Moore stated they are not happy with the statement of preference given to ASL. They feel a variety of communication skills are needed and no preference should be given. **Roll call vote: Mr. Brummer, yes; Ms. Dakan, yes; Mr. Delts, yes; Ms. Kasch, absent; Dr. Lomicky, no; Dr. Moore, no; Ms. Muelleman, yes; Ms. Propp, yes. Motion passed with a vote of five in favor and two against.**

**Ms. Muelleman made a motion to add three new additions to the job functions: 1) Participates and lead the agency's strategic plan efforts; 2) Is visible and involved with the clients and organizations representing the clients served by the Commission; 3) Communicates a focused vision for the Commission and for individual staff professional growth. Mr. Delts seconded the motion. Roll call vote: Mr. Brummer, yes; Ms. Dakan, yes; Mr. Delts, yes; Ms. Kasch, absent; Dr. Lomicky, yes; Dr. Moore, yes; Ms. Muelleman, yes; Ms. Propp, yes. Vote was unanimous in favor of the motion.**

Dr. Seiler presented examples of supplemental questions that he received from State Personnel and the written exercises used four years ago. **Ms. Propp made a motion to accept the written exercise questions for the supplemental questionnaire. Mr. Brummer seconded the motion. Roll call vote: Mr. Brummer, yes; Ms. Dakan, yes; Mr. Delts, yes; Ms. Kasch, absent; Dr. Lomicky, yes; Dr. Moore, yes; Ms. Muelleman, yes; Ms. Propp, yes. Vote was unanimous in favor of the motion.**

Dr. Seiler stated he used a salary range of \$70,000 - \$75,000 based on recommendation of the State Budget Analyst, Mr. Matt Eash and State Personnel, Mr. Andy Russell. Dr. Seiler distributed a spreadsheet with salary projections for fiscal year 2013-14. Mr. Delts expressed concern about the starting salary based on his conversation with the State Budget Analyst, State Personnel representative and some state senators. Dr. Seiler stated he would not have taken the position four years ago if he didn't have retirement income from another state. Dr. Moore and Dr. Lomicky agreed that paying a person with a Bachelor's degree \$70,000 is not acceptable. Mr. Delts stated the starting point should be \$65,000. Ms. Propp suggested using the wording commensurate with experience and education. Ms. Muelleman stated the Board needs to listen to the state experts that \$65,000 is too low. Mr. Delts stated several agency director salaries listed in the 2012 Personnel Almanac are similar to the suggested starting range and at least one has 20 years or more service with the state. Dr. Moore stated most agency directors have higher degrees than a Bachelor's. Mr. Delts suggested a range of \$65,000 to \$75,000. **Ms. Propp made a motion that the salary range be \$65,000 - \$75,000 commensurate with education and experience. Dr. Moore seconded the motion. Roll call vote: Mr. Brummer, yes; Ms. Dakan, yes; Mr. Delts, yes; Ms. Kasch, absent; Dr. Lomicky, yes; Dr. Moore, yes; Ms. Muelleman, yes; Ms. Propp, yes. Vote was unanimous in favor of the motion.**

**Mr. Brummer made a motion for the closing date to be July 15, 2013. Ms. Muelleman seconded the motion. Roll call vote: Mr. Brummer, yes; Ms. Dakan, yes; Mr. Delts, yes; Ms. Kasch, absent; Dr. Lomicky, yes; Dr. Moore, yes; Ms. Muelleman, yes; Ms. Propp, yes. Vote was unanimous in favor of the motion.**

Dr. Seiler stated the interview questions he developed will be given to the chairperson of the interview committee. Mr. Delts stated previously that committee consisted of the executive committee plus one additional board member. **Ms. Propp made a motion that the interview committee will consist of four board members, Mr. Manning, Dr. Moore, Ms. Propp and Ms. Muelleman. Mr. Delts seconded the motion. Roll call vote: Mr. Brummer, yes; Ms.**

**Dakan, yes; Mr. Delts, yes; Ms. Kasch, absent; Dr. Lomicky, yes; Dr. Moore, yes; Ms. Muelleman, yes; Ms. Propp, yes. Vote was unanimous in favor of the motion. Dr. Lomicky requested the job announcement be reviewed for consistency in punctuation and capitalization.**

**Dr. Moore made a motion to add that three letters of reference are required from each applicant. Dr. Lomicky seconded the motion. Roll call vote: Mr. Brummer, yes; Ms. Dakan, no; Mr. Delts, no; Ms. Kasch, absent; Dr. Lomicky, yes; Dr. Moore, yes; Ms. Muelleman, no; Ms. Propp, yes. Motion passed with a vote of four in favor and three against.**

### **3. Selection of Interim Director**

**Ms. Propp made a motion to go into closed session to discuss selection of Interim Director at 3:35 p.m. Mr. Delts seconded the motion. Roll call vote: Mr. Brummer, yes; Ms. Dakan, yes; Mr. Delts, yes; Ms. Kasch, absent; Dr. Lomicky, yes; Dr. Moore, yes; Ms. Muelleman, yes; Ms. Propp, yes. Vote was unanimous in favor of the motion.**

**Ms. Propp made a motion to return to open session at 4:02 p.m. Mr. Brummer seconded the motion. Roll call vote: Mr. Brummer, yes; Ms. Dakan, yes; Mr. Delts, yes; Ms. Kasch, absent; Dr. Lomicky, yes; Dr. Moore, yes; Ms. Muelleman, yes; Ms. Propp, yes. Vote was unanimous in favor of the motion.**

**Ms. Propp made a motion to offer the Interim Director position to Ms. Peggy Williams. Mr. Brummer seconded the motion. Roll call vote: Mr. Brummer, yes; Ms. Dakan, yes; Mr. Delts, yes; Ms. Kasch, absent; Dr. Lomicky, yes; Dr. Moore, yes; Ms. Muelleman, yes; Ms. Propp, yes. Vote was unanimous in favor of the motion.**

**Mr. Brummer made a motion to offer Ms. Peggy Williams a 20% pay increase while serving as Interim Director. Ms. Propp seconded the motion. Roll call vote: Mr. Brummer, yes; Ms. Dakan, yes; Mr. Delts, yes; Ms. Kasch, absent; Dr. Lomicky, yes; Dr. Moore, yes; Ms. Muelleman, yes; Ms. Propp, yes. Vote was unanimous in favor of the motion. Dr. Seiler stated that he needs to contact State Personnel, Employee Relations and the State Budget Analyst before that pay increase can be finalized.**

**Mr. Brummer made a motion to adjourn the meeting at 4:05 p.m. Mr. Delts seconded the motion. No roll call vote taken.**