Minutes of the Meeting of
Louisiana State Board of Architectural Examiners
Special Emergency Meeting
August 5, 2016

Attending

Richard J. LeBlanc, President
Allen Bacqué
J. David Brinson
Knox Tumlin
Paul H. Spaht, Board Attorney

Call to Order

1. This special meeting was called to order by the President.

Resumes of candidates

2. The board reviewed and discussed each of the resumes submitted. The board decided to interview five (5) candidates on Friday, August 12, 2016, beginning at 9:00 am. The candidates to be interviewed will be notified immediately by phone and/or email so that their availability on such date can be confirmed. The candidates who will not be interviewed will be notified by a letter from the President.

Interview process

3. The board discussed and decided various issues related to the interview process, including:

Primary or lead interviewer – Rather than a lead interviewer, the board decided that all members will be involved in the interview. The President will make a brief opening statement, explaining the Executive Director position and describing generally what the board is looking for. Thereafter, different board members will question the applicants.

Interview process – Several board members brought to the meeting possible questions which might be asked. Additional questions were suggested. All questions were discussed, as were different areas which might be explored. Thereafter, all of the questions were given to Mr. Spaht, who will organize the questions for the interview.

Date(s), location(s), length(s), and method(s) of interviews: The interviews will occur on Friday, August 12, 2016, at the board office. It is projected that each interview would last approximately thirty (30) – forty-five (45) minutes. The interviews will be staggered at hourly intervals, so that each interview can be discussed immediately after it occurs. The strong preference is that all candidates appear in person for the interview, and all candidates will be asked to so attend.

Applicants to be interview – After a careful review of the resumes, five applicants were selected to be interviewed.

Background and reference checks: Such checks will be made after the interviews have occurred.

Final preparation: The first interview will occur on Friday, August 12, 2016, at 9:00 am. To make final preparations for the interviews, the board will meet on such date at 8:30 am.

9/~~24~~ 23/16

Date

Richard J. LeBlanc, President

Ronald Blitch, Secretary

08/08/2016