

**EXECUTIVE SEARCH COMMITTEE MEETING**  
Tuesday, December 17, 2024 – 1:30 PM  
Virtual Only  
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**AGENDA**

- I. Call to Order and Approval of Agenda (*Committee Action*)
- II. Acceptance of Minutes (December 5, 2024) (*Committee Action*)
- III. Interim Executive Director Selection Process<sup>1</sup> (*Committee Action*) (20 min)
- IV. Permanent Executive Director Selection Process (*Committee Action*) (5 min)
  - a. CFO/COO search amendment
- V. Next Meeting (*Committee Action*) (5 min)
- VI. Adjournment (*Committee Action*)

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<sup>1</sup> Executive Session under NDCC 44-04-18.7 and 44-04-19.2 to discuss exempt non-finalist applicant information.

**STATE INVESTMENT BOARD  
EXECUTIVE SEARCH COMMITTEE  
MINUTES OF THE DECEMBER 5 2024, SPECIAL MEETING (VIRTUAL)**

**MEMBERS PRESENT:** Dr. Rob Lech, TFFR Board, Chair  
Thomas Beadle, State Treasurer, Vice Chair  
Pete Jahner, External Representative

**STAFF PRESENT:** Missy Kopp, Exec Assistant  
Jan Murtha, Exec. Director

**GUESTS PRESENT:** Hope Wedul, HRMS

**CALL TO ORDER:**

Ms. Murtha called the State Investment Board (SIB) Executive Search Committee meeting to order at 9:09 a.m. on Thursday, December 5, 2024. The meeting was held virtually.

**AGENDA:**

The agenda was considered for the December 5, 2024, meeting.

**IT WAS CARRIED BY A VOICE VOTE TO APPROVE THE AGENDA FOR THE DECEMBER 5, 2024, MEETING AS DISTRIBUTED.**

**AYES: TREASURER BEADLE, MR. JAHNER, AND DR. LECH  
NAYS: NONE  
MOTION CARRIED**

**ELECTION OF CHAIR:**

**IT WAS MOVED BY TREASURER BEADLE AND SECONDED BY MR. JAHNER TO NOMINATE DR. LECH AS COMMITTEE CHAIR.**

**AYES: TREASURER BEADLE, MR. JAHNER, AND DR. LECH  
NAYS: NONE  
MOTION CARRIED**

**INTERIM EXECUTIVE DIRECTOR (ED) SELECTION PROCESS:**

Ms. Murtha reviewed the options for selecting an interim ED. Ms. Murtha consulted with HRMS and recommended inviting RIO staff who are interested in the Interim ED position to submit a letter of interest. Ms. Murtha will send the email and direct interested staff to send their letters to Ms. Wedul at HRMS. It was discussed that the committee could pursue outside candidates. The committee discussed the timeline. The Executive Search Committee would make a recommendation for the interim ED to the SIB. There was consensus to use the recommended process.

**PERMANENT EXECUTIVE DIRECTOR SELECTION PROCESS:**

Ms. Murtha reviewed the summary of prior ED searches including the process used each time and the timeline to fill the position. Staff recommended retaining a consultant to assist the Board with the ED search. There was Committee consensus to recommend issuing an RFP to make sure we are able to search for the best qualified candidates.

**NEXT MEETING:**

The Committee scheduled a meeting to review any letters of interest that are submitted.

**OTHER:**

With no further business to come before the Executive Search Committee, Dr. Lech adjourned the meeting at 9:35 a.m.

Prepared by:

Missy Kopp, Assistant to the Board

Executive Session information will be sent to committee members via secure link.

A verbal update will be provided for agenda item IV.