

1 Michigan Dental Association

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3 **MDA NOMINATING COMMITTEE ZOOM VIDEOCONFERENCE**

4 August 14, 2020

5 Zoom Videoconference

6 Attendance

- 7 Dr. Margaret Gingrich, chair
- 8 Dr. Keith Bever, Jr. (Region III)
- 9 Dr. Robert Coleman (Region IX)
- 10 Dr. John DeCarolis (Region VII)
- 11 Dr. Michael Dincau (Region II)
- 12 Dr. Thomas Goodsell (Region XI)
- 13 Dr. Howard Hamerink (Region X)
- 14 Dr. Michael Peters (Region V)
- 15 Dr. Curt Ralstrom (Region VIII)
- 16 Dr. Clayton Shunk (Region I)
- 17 Dr. Connie Verhagen (Region IV)

Staff

- Karen Burgess, CAE, MBA, executive director
- Michelle Nichols-Cruz, governance manager

Absent

- Dr. Murray Malinoski (Region XII)
- Dr. Martin Werschky (Region VI)

8  
9 **Call to Order**

10 The meeting was called to order by Chair Gingrich at 9:00 am.

11  
12 **Introductions**

13 Introductions of committee members were made.

14  
15 **Review Governing Documents and Policies**

16 The committee reviewed the following governing documents and policies that pertain to the  
17 nomination and election process:

- 18
- 19 • *Nominating Committee Guidelines (adopted by the 2019 HOD)*
- 20 • *MDA Bylaws, Chapter VII, Nominating Committee*
- 21 • *Candidate Guidelines (adopted by the 2017 HOD)*
- 22 • *MDA Strategic Plan*
- 23 • *Minutes from the 2019-2020 Nom Com*
- 24

25 **Confidentiality**

26 The committee reviewed the confidentiality statement from the Nominating Committee  
27 Guidelines:

28  
29 All discussions of the committee and between committee members regarding applicants and candidates are  
30 confidential. Names of applicants and their backgrounds remain confidential until the names are formally  
31 presented to the House of Delegates. There should be no discussion of applicants who were not chosen to  
32 move forward to the House. Committee members may attend their region’s caucuses and explain the

33 processes used by the Nom Com to collect and winnow the applicant pool and select the candidates, but are  
34 not to reveal confidential discussions held by the Nom Com, nor to sway the votes of individual HOD members,  
35 components or regions with regard to candidates. Nom Com members are to remain neutral on all candidates  
36 in public.

37  
38 An alleged breach of confidentiality is to be brought to the attention of the MDA Speaker of the House and the  
39 Chair of the Nominating Committee. They will investigate the allegation, and determine whether a breach has  
40 occurred. If a breach has occurred, they will determine the consequences up to and including removal of the  
41 committee member by the MDA Region the individual represents. In the event it is determined that a breach  
42 has occurred, the Speaker and Chair will determine whether the HOD will be notified, and by what means the  
43 notification will occur.

44

### 45 **Survey Results**

46 The committee reviewed the 2019-2020 Nom Com Survey results and the 2020 HOD Survey  
47 results regarding the election process.

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49 The 2019-2020 Nom Com requested that the 2020 House Survey contain questions regarding  
50 the election process to determine how the House of Delegates feels about the nomination  
51 process and if this is an effective way to elect the leadership.

52  
53 The House expressed concern that there were not multiple candidates for each position. The  
54 committee questioned whether the House realizes that House members should be actively  
55 recruiting for candidates as well. Members are also able to nominate themselves from the floor  
56 if they feel there are not enough qualified candidates.

57  
58 When there are more slated candidates for trustee than positions, generally those that are not  
59 successful run again and it shows sincere interest and persistence. The committee should  
60 discuss with candidates that if they are not elected on their first attempt, should apply again as  
61 there are several candidates that were not elected on their first attempt.

62  
63 The current LEAD program has been extended due to the pandemic and won't be eligible for  
64 recruitment for 2021.

65

### 66 **Nomination Process Timeline**

67 In order to allow for additional time to recruit, the committee agreed to change the application  
68 deadline to October 23, move the November meeting to the end of October and move the  
69 January meeting to mid-December.

70  
71 The committee also agreed that the committee will be provided with the applications as they  
72 are received rather than waiting until the next meeting. In addition, interviews will be  
73 conducted by two committee members as applications are received. Chair Gingrich will make  
74 the interview pairings.

75

### 76 **2021 Open Positions**

77 The open positions for 2021 are:

78

- 79 ○ President-Elect
- 80 ○ Secretary/Treasurer
- 81 ○ Three Trustee Positions (3 years)
- 82 ○ ADA Delegation (At least three delegates and eight alternates)

83

84 Interested individuals were discussed in Executive Session.

85

### 86 **Review and Update Position Descriptions**

87 The committee reviewed updated position descriptions for each position.

88

### 89 **Review Application Process**

90 The committee reviewed the three core questions from last year's application and believes it is  
91 important to update the questions for this year's applications. The committee agreed on the  
92 following questions:

93

94 1. Due to the pandemic, the use of remote meetings and communication has increased  
95 exponentially. What do you see are the pros and cons of this practice and how do you plan  
96 to use the technology to your advantage?

97

98 2. The MDA will be developing its new 2021-2025 strategic plan. What are three things  
99 affecting dentistry that should be considered when developing the new plan?

100

101 3. The percentage of dentists who are solo practitioners is falling and we are seeing growth  
102 in small and large group practices. What can the MDA do to ensure that it provides value to  
103 this growing subset of membership while still supporting solo practitioners?

104

### 105 **Communication Vehicles**

106 The communication vehicles in terms of a call for nominations will be:

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- 108 ▪ Delegate Digest
- 109 ▪ e-News
- 110 ▪ Journal
- 111 ▪ Executive Director Update
- 112 ▪ MDA Web Site
- 113 ▪ Chair YouTube Video on Application Process
- 114 ▪ Trustee report following September Board meeting that goes to components
- 115 ▪ Component Officers and Executive Directors/Secretaries
- 116 ▪ Individual email to each MDA member
- 117 ▪ Nom Com Members (committee members should reach out to the membership  
118 in their regions to promote the open positions and seek qualified applicants and  
119 promote in local publications)

120

121

122 *YouTube Video*

123 The Nom Com agreed that the video on the Nominating Committee web page should be  
124 updated.

125

126 **Candidate Evaluation Forms/Interviews**

127 The committee reviewed the candidate evaluation form for the interview process. The  
128 committee plans to continue to utilize the dual interview approach with both evaluators on the  
129 call with the applicant. The MDA has Zoom accounts and staff will assist in setting up the  
130 interviews and is available to do a test Zoom with candidates that are not familiar with Zoom.

131

132 **Board Matrix**

133 The committee reviewed the Board matrix. The MDA now has its first Board member under the  
134 age of 30. The committee agreed that it should recruit young practitioners, specialists, faculty  
135 and public health.

136

137 Chair Gingrich provided the committee with leadership demographics that were recently  
138 reviewed by the Executive Committee. It was noted that the House and committees is a more  
139 diverse group than the Board and diversity becomes more-narrow at the higher leadership  
140 positions.

141

142 Committees and House members are becoming younger (30-40) and there are younger  
143 members with experience. Generally speaking, volunteers tend to be in private practice or  
144 retired from private practice.

145

146 Many recent graduates are moving into public health dentistry and the MDA needs to  
147 determine how to recruit these members for the Board of Trustees. Dr. Hamerink will assist in  
148 developing a list of contacts for recruitment. MDA staff will run a report of public health  
149 dentists and assign them to Nom Com members to contact.

150

151 **Recruitment**

152 In addition to the open call for nominations in the communications vehicles noted above, the  
153 Committee discussed opportunities to recruit candidates. This included contact with those who  
154 have previously indicated an interest, current volunteers, and individuals who have served as  
155 leaders in other organizations. Individual names were discussed in Executive Session.

156

157 **Packet Provided to Individuals Interested in Being Placed in Nomination**

158 The Committee agreed that the application packet will include:

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- 160 ○ Position Description
- 161 ○ Application (to include new questions developed by the committee)
- 162 ○ Conflict of Interest Disclosure Form
- 163 ○ Link to YouTube Video Regarding Application Process

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166 **Contents of the Candidate Nomination Packets Provided to the Nom Com**

167 The Committee agreed that once all applications are received, staff will provide the committee  
168 with the following information for each applicant:

- 169
- 170 ○ Completed Application (to include new questions developed by the committee)
  - 171 ○ CV
  - 172 ○ Signed Conflict of Interest Form
  - 173 ○ Candidate Evaluation Forms (include attendance, etc.)
- 174

175 **Official Call for Nominations**

176 The Committee reviewed the draft call for nominations that will be included in all of the  
177 agreed-upon communication vehicles. The official call will take place September 1 or as soon as  
178 the applications and web site are updated.

179

180 **Nominations from the Floor of the HOD**

181 The Committee reviewed a document titled “Nominations from the Floor of the House of  
182 Delegates.”

183

184 **Interview**

185 As noted above, two committee members will be assigned to conduct each interview via Zoom  
186 Videoconference. Once the application has been received and reviewed for completeness, it  
187 will be provided to the committee and two members assigned to conduct the interview.

188

189 **Nom Com Minutes**

190 Minutes are kept of Nominating Committee meetings. The open minutes are published and  
191 include all information except for discussions that happen in Executive Session. Any discussion  
192 on applicants or strategy will be documented in the Executive Session minutes. These minutes  
193 are confidential and not to be discussed. All Nom Com members must recognize that the  
194 Nominating Committee process and items documented in the open minutes may be discussed  
195 openly; confidential information regarding applicants or strategy should not be discussed.

196

197 **Notification Process to Candidates on Whether or Not They Were Chosen for Nomination**

198 Chair Gingrich will notify applicants that were not chosen to move forward to the House so that  
199 she can query the applicant to determine their interest in serving the MDA in another capacity.  
200 Nom Com members will notify the successful applicants they interviewed. The chair will notify  
201 the candidates slated for the ADA delegation.

202

203 **Board Self-Report Questions**

204 The Nom Com is charged with developing questions of substance for the Board Self-Report to  
205 the House of Delegates; this has now been added as a duty of the committee. Staff will provide  
206 the Nom Com with the questions from the previous year so that it can begin to think about  
207 possible questions for discussion at its November meeting.

208

209

210 **Adjournment**

211 The meeting was adjourned at 11:18 am.

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213

214 Margaret Gingrich, DDS

215 Chair