

Michigan Dental Association

**MDA NOMINATING COMMITTEE ZOOM VIDEOCONFERENCE**

August 11, 2021

Zoom Videoconference

Attendance

Dr. Stephen Meraw, chair  
Dr. Jameel Aftab (Region VI)  
Dr. Charles Burling (Region XII)  
Dr. Michael Dincau (Region II)  
Dr. Thomas Goodsell (Region XI)  
Dr. Howard Hamerink (Region X)  
Dr. Curt Ralstrom (Region VIII)  
Dr. Clayton Shunk (Region I)  
Dr. Marvin Sonne (Region IX)

Staff

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

Absent

Dr. Samuel Bander (Region IV)  
Dr. Keith Bever, Jr. (Region III)  
Dr. John DeCarolis (Region VII)  
Dr. Michael Peters (Region V)

**Call to Order**

The meeting was called to order by Chair Meraw at 6:00 pm.

**Introductions**

Introductions of committee members were made.

**Review Governing Documents and Policies**

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

- *Nominating Committee Guidelines (adopted by the 2020 HOD)*
- *MDA Bylaws, Chapter VII, Nominating Committee*
- *Candidate Guidelines (adopted by the 2017 HOD)*
- *MDA Strategic Plan*
- *Minutes from the 2020-2021 Nom Com*

**Confidentiality**

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

All discussions of the committee and between committee members regarding applicants and candidates are confidential. Names of applicants and their backgrounds remain confidential until the names are formally presented to the House of Delegates. There should be no discussion of applicants who were not chosen to move forward to the House. Committee members may attend their region’s caucuses and explain the processes used by the Nom Com to collect and winnow the applicant pool and select the candidates but are 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.

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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.

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#### 45 **Survey Results**

46 The committee reviewed the 2020-2021 Nom Com Survey results and the 2021 HOD Survey  
47 results regarding the election process. Overall, House of Delegates members were satisfied  
48 with the 2021 election process.

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#### 50 **Nomination Process Timeline**

51 The committee reviewed the proposed timeline and had no edits.

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#### 53 **2022 Open Positions**

54 The open positions for 2022 are:

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- 56 ○ President-Elect
- 57 ○ Secretary/Treasurer
- 58 ○ Editor
- 59 ○ Three Trustee Positions (3 years)
- 60 ○ ADA Delegation (At least three delegates and eight alternates)

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62 It is the goal of the Nom Com to recruit a diverse group of qualified applicants for the open  
63 leadership positions. Discussion was held on what an adequate number of candidates for each  
64 position is. The Nom Com strives to provide the House with multiple candidates per position.  
65 Dr. Meraw emphasized that It is the committee's responsibility to make sure that it recruits  
66 enough qualified individuals to provide the House with more candidates than the number of  
67 positions available. To accomplish this, personal encouragement is needed.

68

69 Dr. Meraw plans to reach out personally to the component presidents and executive directors  
70 for assistance in the recruiting process. Committee members were encouraged to reach out to  
71 the components in their region and colleagues as well.

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#### 73 **Review Updated Position Descriptions**

74 The committee reviewed updated position descriptions for each position.

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#### 76 **Review Application Process**

77 The committee reviewed the application and interview process and agreed to continue the "rolling"  
78 interviews, which were found to be helpful last year.

79

80 The committee reviewed the three core questions from last year’s application and believes it is  
81 important to update the questions for this year’s applications. After reviewing a list of potential  
82 questions for this year, the committee agreed on the following questions:

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- 84 1. Society has a greater awareness today about issues related to diversity, equity, and inclusion. In  
85 your opinion, how can the Michigan Dental Association most effectively ensure that the Association  
86 is an inclusive environment?  
87
  - 88 2. What inspired you to run for this office and how could you use that position to encourage others to  
89 become more involved in leadership?  
90
  - 91 3. The percentage of dentists who are solo practitioners/owners is falling and we are seeing growth in  
92 small and large group practices/employed dentists. What value does the MDA offer for employed  
93 dentists, and how can the member value be improved for this group?  
94

95 **Communication Vehicles**

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

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- 98 ▪ Delegate Digest
  - 99 ▪ e-News
  - 100 ▪ Journal
  - 101 ▪ Executive Director Update
  - 102 ▪ MDA Web Site
  - 103 ▪ YouTube Video on Application Process
  - 104 ▪ Component Officers and Executive Directors/Secretaries
  - 105 ▪ Individual email to each MDA member
  - 106 ▪ Nom Com Members (committee members should reach out to the membership  
107 in their regions to promote the open positions and seek qualified applicants and  
108 promote in local publications)
- 109

110 **Recruitment**

111 In addition to the open call for nominations in the communications vehicles noted above, the  
112 Committee discussed opportunities to recruit candidates. This included contact with those who  
113 have previously indicated an interest, current volunteers, and individuals who have served as  
114 leaders in other organizations.  
115

116 The committee reviewed the nominations chart of potential applicants. Committee members  
117 will be assigned to contact potential applicants to determine their interest in a leadership  
118 position and whether they would like their name kept on file for the future.  
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120 Staff will email the list of potential applicants to the committee to review by August 17 and ask  
121 that they review by Tuesday to provide staff with a list of those they know personally and  
122 would like to contact.  
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**Candidate Evaluation Forms/Interviews**

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

**Board Matrix**

The committee reviewed the Board matrix. The committee agreed that it should make a point of recruiting young practitioners, specialists, faculty, and public health dentists.

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

The Committee agreed that the application packet will include:

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

Some of the terms of the matrix are outdated describing racial/ethnic background are outdated. The MDA is now also tracking people of Middle Eastern ethnicity. The committee can also update the matrix based on additional skills.

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

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

- Completed Application (to include new questions developed by the committee)
- CV
- Signed Conflict of Interest Form
- Candidate Evaluation Forms (include attendance, etc.)

**Official Call for Nominations**

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

**Nominations from the Floor of the HOD**

The Committee reviewed a document titled “Nominations from the Floor of the House of Delegates” for its information.

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**Interviews**

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

The preferred method is for both interviewers to interview the applicant at the same time as the synergy of both interviewers is more efficient. If it can't be arranged, then there may be two separate interviews.

**Nom Com Minutes**

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

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

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

**Board Self-Report Questions**

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

**Adjournment**

The meeting was adjourned at 7:30 pm.

Stephen Meraw, DDS, MS  
Chair