

**ECDHS Board Search Committee  
Meeting Minutes  
April 8, 2013**

**Meeting called to order:** Fred Simons, ECDHS Chair, called the working session to order at 10:05 a.m.

**Committee:** Fred Simons, Mary Horan, Marie Wayman, Charlie MacInnis, Mike Greer, Patty McClees, Bob Dunn, and Janet Vandenberg. Kelly Raredon was not in attendance.

**Discussion held:** Mary Horan asked who would be chairing these special meetings. Kathy Abbott stated in an earlier phone conversation that a chair could be appointed.

**Motion was made by Mary Horan that Marie Wayman chairs these special meetings. Fred Simons supported the motion and Marie Wayman accepted. Voice votes taken and motion carried.**

Meeting was then turned over to Marie Wayman to chair. Marie then asked Mike Greer to explain how he prepared the spreadsheet of possible candidates. Mike mentioned that he did them in chronological order with his perception of their education and licenses. He mentioned that he listed every resume received on the list but did not include resumes for those he felt did not meet the necessary qualifications. Discussion held and questions were answered.

Bob Dunn mentioned that administrators can be licensed in multiple states. Mr. Dunn also stated that the administrators, which are a part of MCMCF, that there is not a large turnover in these administrators. Marie Wayman mentioned that the number one requirement was that the candidate must have a current Michigan nursing home administrator license. It was also mentioned that we need to look at their knowledge and their experience, minimum of five years as LNHA. Discussion was held as to those who did not the required criteria. Mike Greer anticipated two – three qualified candidates but we have five potential candidates. It was recommended and mutually agreed upon by the committee members to have Bob Dunn as one of our committee members. It was also recommended that prior to the interview that Patty McClees take them on a tour of the building.

Mike Greer will e-mail the potential candidates to let them know what was decided and times for interviews, and will check with the candidates to see if they had any issues with the three dates (April 29, April 30 and May 1). He will also request them to complete an employment application and supply references. These can be e-mailed or faxed back to Mike Greer. Charlie MacInnis stated we could probably have two interviews scheduled on Monday and Tuesday (10 a.m. – 12:30 p.m. / 1:30 p.m. – 4 p.m.) and on Wednesday, set the final interview for 10 a.m.

It was mutually agreed that the candidates would be responsible for their own travel expenses. Once a potential candidate was selected, they could always bring that individual back for a second meeting to discuss various aspects of the position that was not addressed and the Facility could pay for those expenses.

The five potential candidates to be interviewed are as follows:

- 1) Karen Laseck, RN, BSN, LNHA, CLNC
- 2) Dianne English, LNHA
- 3) Glenn Wilson, MSW, LNHA
- 4) Jason Alexander, LNHA
- 5) Richard Mapes, LNHA

Mr. Dunn informed the committee that Richard Mapes is currently an administrator from a county-owned MCF and does have ties to this community. Mr. Mapes was involved with MCMCFC and HCAM.

Mr. Greer mentioned that some did not go into the survey process for the facilities they were involved with, but questions could be addressed during their interview. Plans of Correction and how they resolved any survey issues would be an important point of interest to committee members.

Marie Wayman indicated she would put together some potential questions for interviewing candidates and will check with Kathy Abbott if they can be used. Other committee members can submit questions to her prior to the next meeting.

Next meeting will take place on Thursday, April 18 after regular board meeting. Meeting adjourned upon motion from Fred Simons and supported by Mary Horan at 11:35 a.m.

4. 29. 2013  
Date

4-29-2013  
Date

Marie E. Wayman  
Marie Wayman, Chair for Search Committee

Janet R. Vandenberg  
Janet R. Vandenberg, Executive Assistant  
Recording Secretary