

**EMMET COUNTY DEPARTMENT OF HUMAN SERVICES BOARD
SPECIAL BOARD MEETING MINUTES
AUGUST 28, 2014**

Fred Simons, Board chair called the meeting to order at 9:34 a.m. at Bay Bluffs – ECMCF in the Administrators Office.

Board Members Present: Fred Simons, Mary Horan, Marie Wayman
Board Member Absent: None
Staff Present: Michael Greer, Kelly Raredon, Lynne Kalkofen, Kristen Moore
Staff Absent: None
Others Present: Charlie Maclinnis
Others Absent: Kathy Abbott
Guest(s)/Others Present: None

Mr. Simons turned the meeting over to Ms. Wayman, the chairperson of the Selection Committee.
The screening criteria used to narrow down the potential candidates were discussed.

The first screen was whether or not the candidate has a license. One candidate was eliminated. The second screen was 5 years successful experience or 4 year degree in nursing or related field. Two candidates were eliminated. The third screen was 2 or more years experience with nonprofit long-term care. Five candidates were eliminated, six remained.

It was determined to add another round of screening to narrow down the candidates further. The criterion used was quality, depth and stability of work experience. Three candidates were eliminated, leaving three.

There was discussion of the resumes of the three remaining candidates.

There were some questions regarding one of the candidates, and it was determined that Mr. Greer would call that candidate to get more information.

There was discussion regarding dates and times that the Selection Committee members were available for interviews.

Adjournment: 10:18 a.m.

Upcoming Meetings: August 29th at 9:30 a.m.
Date 8/26/14 3pm
Date 9/18/14
Date 9/18/14
Fred Simons, Board Chairperson
Kristen R. Mboore, Recording Secretary

Copies to: Mary Horan, Marie Wayman, Fred Simons, Kathy Abbott, Charlie Maclinnis, Sonja Bosley, Michael Greer, Gail Martin and Marilyn May.