

**EMMET COUNTY DEPARTMENT OF HUMAN SERVICES BOARD
SPECIAL BOARD MEETING MINUTES
AUGUST 26, 2014**

Fred Simons, Board chair called the meeting to order at 9:10 a.m. at Bay Bluffs – ECMCF in the Conference Room.

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: None

Others Absent: Charlie MacInnis, Kathy Abbott

Guest(s)/Others Present: None

Mr. Greer gave the Board copies of the resumes received for the Administrator position.

There was discussion of including Dr. Blanchard in the Selection Committee, but his availability is somewhat limited. It was mentioned that it may be possible to schedule phone appointments with him to keep him up to date on proceedings, rather than asking him to attend meetings and interviews.

Mr. Greer explained that he went back and looked at the screening criteria that had previously been used to search for an administrator. He used those criteria to narrow down the resumes received from 14 to 6.

Ms. Wayman requested that Mr. Greer document how he used the criteria to narrow down the prospective candidates in some sort of matrix.

There was discussion of the interview guide that had previously been used. Ms. Wayman suggested adding a question regarding interaction with the Board.

It was determined that the Selection Committee members would look over the 6 remaining resumes, and rank the candidates in order of preference. At the next meeting, the Board would narrow down the 6 candidates to approximately 3 candidates to move along to the interview stage.

Ms. Wayman again expressed the need to have the screening criteria documented, along with documentation of how each candidate met or did not meet the criteria. Mr. Greer offered to take care of the documentation and provide it to the Selection Committee.

It was decided that the Selection Committee would meet again on Thursday, August 28th to review the candidates based on the matrix Mr. Greer creates. It was also determined that the Selection Committee would meet on Friday, August 29th to wrap up the interview guide.

Adjournment: 9:42 a.m.

Upcoming Meetings: August 28th at 9a.m. and August 29th at 9:30 a.m.

~~8/16/14~~ *MS*
Date 9/18/14

MS
Fred Simons, Board Chairperson

9/18/14
Date

KRM
Kristen R. Moore, Recording Secretary

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