

**EMMET COUNTY DEPARTMENT OF HUMAN SERVICES BOARD
SPECIAL BOARD MEETING MINUTES
MARCH 11, 2013**

Fred Simons, ECDHS Board Chair, called the meeting together at 9:35 a.m. at Bay Bluffs.

Present: Fred Simons, Mary Horan and Marie Wayman.

Also in attendance: Kathy Abbott, Diana Bailey, Mike Greer, and Janet VandenBerg.

Approval of Agenda (March 11, 2013): Marie Wayman made a motion to accept Agenda as provided and supported by Mary Horan. Voice votes and motion carried.

Executive Director's Resignation - (Discussion and Determination of Course of Action): Diana Bailey gave a brief report on her new position and location. She mentioned her last day of work would be Thursday, April 4. She mentioned it would be better to advertise for someone from a non-profit vs. someone who has worked in a for profit entity because it is a completely different world. Diana Bailey then distributed a draft of an ad to be run on various websites. She recommended that once we approve the ad it should be submitted to "LeadingAge", a national not-for-profit organization that we belong to, and the "Michigan Counties Medical Care Facilities Council" (MCMCFC) to be posted on their websites. Mary Horan requested that it also be posted to a nursing website(s). She could forward once she receives the material from Diana. Board discussed applicant requirements. It was suggested to forward the job description to those being interviewed. Discussion was also held as to adding "Careerbuilder.com" as one of the sites to list this position on. However it could cost \$600 - \$700 to advertise. After discussion, it was decided not to advertise on this site at the present time. Mary Horan gave an overview of the nursing profession and the qualifications. The following items needed to be reviewed and addressed today: Who will receive the applications, advertisement to be finalized, timeframe for receiving applications, reviewing applications, selecting candidates for interviews, questions for interviewing applicants, interview dates, selection of administrator, etc. Marie Wayman stated we need to start with job description, then a list of measurable qualifications and then we put together our advertisement for posting. Further discussion held and changes were agreed upon to the ad that was proposed. (Copy of final ad attached).

Interim Administrator: Due to the timeframe discussed, Mike Greer recommended that we seek out an interim administrator. Diana Bailey apprised the board as to some potential candidates and their qualifications (pro / con). The DHS Board asked her to check on one individual to see if that person would be available. Diana agreed to do so. Diana mentioned she could be contacted if questions arose. Mike could speak with Plante Moran regarding compensation for interim administrator. This might be the best way so that you can take the time, if needed and find the exact person you want in this position.

Interviewing Committee: What individuals would be on this committee were discussed. Mike Greer gave an overview of what was done when Diana was interviewed. He felt a pre-determined list of questions would be the best way to go. Kathy Abbott then addressed the Open Meetings Act and what would have to be done if closed meeting was requested by a candidate. Kathy will provide a "cheat sheet" of what cannot be asked, etc. Diana mentioned we need to have someone come into this position that can work with everyone. Diana Bailey recommended that we have an odd number of members on

the committee and suggested not less than five or more than seven. It was then discussed and recommended that Mike Greer, CFO, (Financial / Administrative sector), Patty McClees, RN, CDON, (Nursing sector), and Kelly Raredon, MSW, (Social Services sector) be on this committee. Then it was decided that the three DHS Board members be a part of this committee and add Charlie MacInnis (county commissioner / liaison to DHS board). Kathy Abbott indicated she would represent the committee in the capacity as a legal advisor. Discussion held, and it was the consensus of the Board to so establish the Committee.

It was decided that Mike Greer would initially receive applications submitted (via e-mail or mail received) and once deadline passed Mike would do the 1st screening to exclude candidates that did not meet the minimum criteria and report his findings to the Committee. The Board agreed to use the following schedule:

Timeframe: (boldface dated are meetings at Facility)

- 3/11/13 Ad submitted to MCMCFC and LeadingAge. Mary Horan to submit ad to nursing association.
- 3/21/13** Board to make determination regarding interim administrator at its regular meeting. Committee-of-the-whole and Board to meet after regular meeting to decide upon minimum qualifications for Mike Greer to screen.
- 3/29/13 Deadline for applications to be submitted to Mike Greer.
- 4/05/13 First screening completed by Mike Greer for candidates meeting minimum qualifications and report to Committee.
- 4/08/13** Second screening completed by Committee to determine candidates to be interviewed.
- 4/09/-10/13 Check of reference of interviewees / Mike Greer will ask interviewees to submit Bay Bluffs job application.
- 4/12/13 Deadline for job applications / Mike Greer to confirm list of interviewees.
- 4/13/13 Notify candidates – schedule interviews for 4/29 and 4/30.
- 4/18/13** Committee meets after regular Board meeting to decide upon interview format / questions.
- 4/29/13** Interviews by Committee.
- 4/30/13** Interviews by Committee.
- 5/02/13** Committee recommends candidate for new administrator.

5/06/13 Board finalizes decision and offers position to candidate selected.

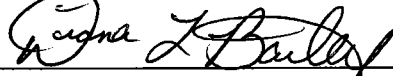
All public meetings need to be posted 18 hours in advance and Kathy Abbott will work with Jan on this.

Fred Simons entertained a motion to adjourn at 11:37 a.m. Marie Wayman supported motion.

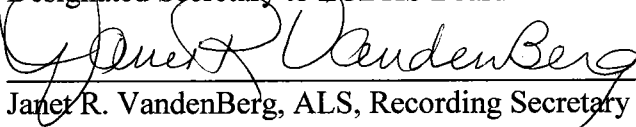
3/21/13
Date


Fred Simons, ECDHS Board chair

3/21/13
Date


Diana L. Bailey, LNHA, MBA, Executive Director
Designated Secretary to ECDHS Board

3/21/13
Date


Janet R. Vandenberg, ALS, Recording Secretary