# EMMET COUNTY DEPARTMENT OF HUMAN SERVICES BOARD
## SPECIAL BOARD MEETING MINUTES
### AUGUST 29, 2014

Fred Simons, Board chair called the meeting to order at 9:35 a.m. at Bay Bluffs – ECMCF in the Administrator's Office.

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| **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 MacInnis |
| **Others Absent:** | Kathy Abbott |
| **Guest(s)/Others Present:** | None |

Mr. Simons called the meeting to order and turned it over to the Selection Committee Chairperson, Ms. Wayman.

Mr. Greer shared the conversation that he had with one of the candidates. The Selection Committee determined that the candidate was not someone they would wish to interview for the position, based on the criterion of quality, stability and depth of work experience.

Ms. Wayman suggested that a question be added to the interview guide related to experience in developing and maintaining a positive and construction working relationship with a board of directors. She also suggested that a question relating to the overall mission and goals of the facility.

Ms. Raredon suggested a line of questioning regarding philosophy of policy development and how involved other members of the team are in developing policy.

The criteria for the interview guide are: ability to deliver quality patient care, ability to develop positive relationships with family members, knowledge of Alzheimer's care and rehabilitation, knowledge of Medicare and Medicaid, knowledge of state and federal regulations, policy development, knowledge of employment law, teambuilding, communication and public speaking skills, relationship with board and fit with mission, goals and culture of the facility.

**Adjournment:** 9:42 a.m.

**Upcoming Meetings:** September 4th at 9a.m. in the Conference room

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Fred Simons, Board Chairperson

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Kristen R. Moore, Recording Secretary

8/4/14
Date

9/18/14
Date