

MEETING MINUTES

LIVINGSTON COUNTY

MARCH 2, 2015 – 8:00 AM

ADMINISTRATION BUILDING – BOARD CHAMBERS
304 E. Grand River Avenue, Howell, MI 48843

SPECIAL PERSONNEL SUBCOMMITTEE MEETING

COMM. VANHOUTEN COMM. GRIFFITH COMM. LAWRENCE COMM. GREEN

OTHERS: SANDY RICH, TODD SURLINE, JENNIFER PALMBOS, BELINDA PETERS, MARGARET DUNLEAVY,
SALLY REYNOLDS, BRIAN JONCKHEERE, CINDY CATANACH, COMM. DAVID DOMAS

1. **CALL TO ORDER:** Meeting called to order by: Comm. Van Houten at 8:15 am.

2. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED

3. **CALL TO THE PUBLIC:** None

4. **DISCUSSION:** Sandy Rich of Hiring Solutions reported a total pool of applicants 268. Reviewed advertising campaign which included their website, Pure Michigan Talent Connect, MAC, Michigan Municipal League, Michigan Government Finance Officers Association and networking. The pool of candidates for this position is the strongest pool Hiring Solutions has seen in several years for any job they have done. Confidentiality is a serious matter with this selection. The panel was strongly advised against any discussion of candidates on this listing. Sandy reviewed for the panel the original position profile and went through their screening process looking for the specifications that the commissioners requested. Review process after given direction today, telephone screen, fill out very detailed biographical document, on-site interview with Hiring Solutions, narrow down candidate pool to specified amount discussed for the final interview of the panel. Top tier has fourteen candidates, two of the candidates did not request confidentiality. Reviewed resume and credentials for Alan Grindstaff and Susan Kopinski.

Panel was given listing of candidates to review list to see if there are any candidates that need special handling. The panel looked at number 206 which might require special handling. Comm. Lawrence questioned 247 candidate - weak in education. Comm. VanHouten questioned 185 - no government or volunteer experience. The panel requested 206 to be move to second tier to review further during closed session. Comm. Griffith questioned 229 wondering background.

5. CLOSED SESSION –

ROLL CALL TO GO INTO CLOSED SESSION AT: 9:00 AM
C. GRIFFITH – YES K. LAWRENCE – YES R. VANHOUTEN – YES B. GREEN - YES
MOTION PASSED

RETURN TO OPEN SESSION AT: 10:31 AM
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH

MOTION BY CAROL GRIFFITH AND SECONDED BY KATE LAWRENCE TO DIRECT HIRING SOLUTIONS TO PHONE SCREEN CANDIDATES #1, 2, 3, 5, 6, 7, 8, 10 AND 11 AND SELECT FOUR TO FIVE CANDIDATES TO INTERVIEW ON MARCH 26.
C. GRIFFITH – YES K. LAWRENCE – YES R.VANHOUTEN – YES B. GREEN - YES

NOTE: One copy of the closed session materials have been kept, sealed and locked up in the Human Resource/Labor Relations Director's Office.

6. ADJOURNMENT

MOTIONED BY GRIFFITH / SECONDED BY LAWRENCE
TO ADJOURN AT 10:36 AM
ALL IN FAVOR – MOTION PASSED

Respectfully Submitted,

KELLI HAWORTH
ADMINISTRATIVE SPECIALIST