

GENESEE COUNTY ROAD COMMISSION

SPECIAL BOARD MEETING

Grand Blanc Township Hall

5371 S. Saginaw St.

Grand Blanc, MI 48480

June 25, 2018

MINUTES

CALL TO ORDER

Chairperson Kautman-Jones called the Special Board Meeting of the Genesee County Board of Road Commissioners to order 8:12 a.m. The meeting was held in the auditorium of the Grand Blanc Township Hall, 5371 S. Saginaw St., Grand Blanc MI, 48480.

ROLL CALL

Present:

Shirley Kautman-Jones, Chairperson
John Mandelaris, Vice-Chairperson
Robert Johnson, Commissioner
David Arceo, Commissioner
Cloyce Dickerson, Commissioner

Absent:

None

Others Present: Cheryl Ronk, President, Michigan Society of Association Executives (MSAE), Coetta Adams, Linda Kossak, Secretary of the Board of Road Commissioners

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Kautman-Jones.

PUBLIC ADDRESS THE BOARD

(None)

APPROVAL OF AGENDA

ACTION TAKEN - Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the June 25, 2018 agenda, as printed and presented.

MOTION CARRIED.

BOARD OF COMMISSIONERS' DECISIONS

DISCUSSION

Manager Director Interviews with the Board of County Road Commissioners and Ms. Cheryl Ronk - Ms. Cheryl Ronk, CAE, CMP and President of the Michigan Society of Association Executives thanked the Board members for attending this morning's Special Board meeting. Ms. Ronk stated that ninety-five resumes were received for the Manager-Director position, from that number, she pre-screened and interviewed by phone twenty-five individuals. After the phone interviews, she scheduled seven individuals for interviews. This morning Ms. Ronk stated we will be interviewing six of those individuals, one candidate had to drop out at the last minute.

Ms. Ronk provided the Board a timeline of today's interview schedule. Each Board member was given a notebook that contained each candidate's resume, a writing sample and the interview questions that were to be asked of each candidate. In addition to those interview questions provided, Ms. Ronk gave an overview of the questions that could be asked and should not be asked of the candidates. Ms. Ronk stated the interviews will start at 9:00 a.m. She also explained that each candidate would be given 45 minutes for their interview.

Ms. Ronk said that the candidates being interviewed today received a packet with financial budget information, Michigan Act 285 information, the Manager-Director job description, the GCRC mission statement, a GCRC organizational chart, writing exercise they prepared, an employment application, background check form and notes from the prior MSAE workshop meeting.

At 9:00 a.m. the first interview started and Chairperson Kautman-Jones gave the candidate a general overview of the history and background of the Genesee County Road Commission. The candidate was asked 12 interview questions with 45 minutes to answer. Each consecutive candidate was given the history and background of the Road Commission and asked the same 12 interview questions and given 45 minutes to answer the questions. After the interviews, candidates were allowed to ask the Board members questions regarding the Road Commission.

When the interviews were finalized, the Board discussed the candidates and shared their thoughts on those interviewed. The Board then ranked the candidates from top candidate to bottom candidate based on their interview answers, experience, strengths and leadership skills. Ms. Ronk then compiled the rankings. She reminded the Board that all of these candidates are qualified to perform the Manager-Director job, but the final candidate chosen will be based on how well they will fit into the Road Commission overall.

After a lengthy discussion, the Board narrowed the candidates down to their top three candidates. Ms. Ronk stated that she will inform all of the candidates of the Board's decision. The second interviews with the top three candidates will be tentatively scheduled for Monday, July 23, 2018 at the Grand Blanc Township Hall, 5371 S. Saginaw St., Grand Blanc, MI at 8:00 a.m. Chairperson Kautman-Jones thanked Ms. Ronk for all of her hard work and preparation regarding today's interviews.

Motion by Mr. Arceo, seconded by Mr. Dickerson, to adjourn the meeting.

MOTION CARRIED.

With no objections, Chairperson Kautman-Jones adjourned the meeting at 3:01 p.m.

JOHN J. GLEASON

Clerk/Register

Linda B. Kossak, Secretary of the
Board of Road Commissioners
lbk 6/25/18