

**GENESEE COUNTY ROAD COMMISSION**

**SPECIAL BOARD MEETING**

**Grand Blanc Township Hall**

**5371 S. Saginaw St.**

**Grand Blanc, MI 48480**

**April 25, 2018**

**MINUTES**

**CALL TO ORDER**

Chairperson Kautman-Jones called the Special Board Meeting of the Genesee County Board of Road Commissioners to order at 9:03 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), 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. Mandelaris, seconded by Mr. Arceo, to approve the April 25, 2018 agenda, as printed and presented.

**MOTION CARRIED.**

## **BOARD OF COMMISSIONERS' DECISIONS**

### **DISCUSSION**

Study Session with Ms. Cheryl Ronk, CAE, CMP, Michigan Society of Association Executives (MSAE) – Executive Search Firm for the GCRC Manager-Director position - Ms. Cheryl Ronk, CAE, CMP and President of the Michigan Society of Association Executives, thanked the Board for attending this morning's study session. Ms. Ronk will be conducting the executive search for the Manager-Director position of the Genesee County Road Commission.

Ms. Cheryl Ronk presented an executive search timeline she prepared for the Board to review. The Board of Road Commissioners shared their thoughts and concerns regarding management issues both internally and externally, trends that will face the incoming Manager-Director and sample interview questions the executive search firm will ask the candidates. Ms. Ronk and the Board discussed the experience and education level they will require of the candidates for the position.

Chairperson Kautman-Jones would like GCRC employees to submit their input on what they would like to see in the Manager-Director position. Ms. Ronk will provide a questionnaire to be provided to the employees. Ms. Ronk stated that the survey can be done electronically or by USPS mail.

Ms. Ronk and the Board discussed the job model they will use to assist with interview questions for the candidates, MSAE's preliminary screening, salary analysis, job description and the organization of the interviews.

The Board will review the current Manager-Director job description and approve the final job description at the May 15, 2018 Board Meeting. Once this is approved, MSAE will post the position.

Chairperson Kautman-Jones thanked Ms. Ronk for the study session this morning. The next Special Board Meeting will be held on June 25, 2018 at the Grand Blanc Township Hall. 5371 S. Saginaw St., Grand Blanc, MI at 8:00 a.m., to interview potential candidates.

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

### **MOTION CARRIED.**

With no objections, Chairperson Kautman-Jones adjourned the meeting at 12:08 a.m.

JOHN J. GLEASON  
Clerk/Register

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Linda B. Kossak, Secretary of the  
Board of Road Commissioners  
lbk 4/25/18