

SPECIAL MEETING**PURPOSE OF MEETING AS FOLLOWS:****INTERVIEW THE POSITION: ANTRIM COUNTY ACCOUNTANT/FINANCE DIRECTOR**

The Chair called the meeting to order at 3:00 P.M.

Members Present: Joshua Watrous, Karen Bargy, Ed Boettcher, Brenda Ricksgers, Jason Helwig, Christian Marcus.

Members absent: David Heeres, Terry VanAlstine, Dawn LaVanway.

Others present: Stephanie Murray, Sherry Comben and Sheryl Guy.

Public Comment:

There was none.

Interview Process:

Stephanie Murray, Human Resource Director began the interview process with an introduction of all attending the meeting. She informed all that the list of questions had been prepared in advance and contains twenty-three (23) questions. Alternating questions between herself, and the Board Chairman. Others attending meeting may provide questions at the interview by submitting written questions to her at the end of the prepared questions.

Interview: Antrim County Accountant/Finance Director 1st round interviews:

Two (2) applicants for the position

- Jessica I. Tighe
- James E. Manko

Jessica I. Tighe:

- Interview began at 3:03 p.m. with HR Director providing Ms. Tighe with the position job description.
- HR Director and Chairman alternated questions to applicant.
- Applicant addressed the duties of the position and resources available to carryout reporting duties with timelines such as a manual containing educational instructions. She stated that she is very capable of researching the position duties and deadlines.

The interview ended at 3:45 p.m.

- Ms. Tighe left meeting to complete the testing portion of interview.

James E. Manko:

- Interview began at 3:50 p.m. with the HR Director providing Mr. Manko with the position job description.
- Human Resources Director and the Chairman alternated questions to applicant.
- Applicant addressed those in attendance with the following questions:
 - Employment residency requirement? HR Director - No requirement in place.
 - Position supervisory duties? Commissioner Boettcher, one-person department no staff.
 - Does Antrim County have a performance evaluation process in place to evaluate this position? Commissioner Boettcher – the Board is working on creating a policy.

- Asked those attending what is your position and what makes Antrim County a good place to work? All spoke to their position within the County and provided a brief summary of working for the county.

The interview ended at 4:45 p.m.

The Human Resources Director and Mr. Manko left the meeting to complete the testing portion of the interview at 4:45 p.m.

Discussion followed. All in attendance participated in a roundtable recap of both applicants. Commissioner Bary suggested that the questions for first round interviews and second round interviews be different and that the questions be job specific.

The Human Resources Director returned to the meeting and informed the members that she had received a resume for the position. She will contact the interested party and request submission of a County application.

Commissioner Helwig left the meeting at 5:20 p.m.

RECOMMENDATION

The Human Resources Director will contact the references provided by Mr. Manko and pending the outcome a 2nd interview will be coordinated.

The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Sheryl Guy, County Clerk