

SPECIAL MEETING

PURPOSE OF MEETING AS FOLLOWS:

INTERVIEW THE POSITION: ANTRIM COUNTY ACCOUNTANT/FINANCE DIRECTOR

The Chair called the meeting to order at 4:00 P.M.

Members Present: Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Jason Helwig.

Members absent: David Heeres, Joshua Watrous, Karen Bargy, Dawn LaVanway, Christine Marcus.

Others present: Stephanie Murray, Patty Niepoth 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 explained that the list of questions had been prepared in advance, and that she and the Board Chairman will alternate asking questions. After question process is complete, others may offer additional questions.

- Pre-screening of Mr. Rizzo's references (except his current employer) conducted prior to setting up interview.
- Mr. Rizzo has now authorized his current employer be contacted.
- Position testing completed prior to interview.

Interview: First Round Antrim County Accountant/Finance Director

Introduction of applicant:

- Bradley Rizzo

Bradley Rizzo:

- Interview began at 4:03 p.m. with HR Director and Chairman alternating questions.

The interview ended at 4:35 p.m.

The Human Resources Director and Mr. Rizzo left the meeting at 4:37 p.m.

Discussion followed.

All in attendance participated in a roundtable recap of interview.

The Human Resources Director returned to the meeting at 4:40 p.m.

RECOMMENDATION

It was a consensus of attendees that Bradley Rizzo be scheduled a Second Interview with the full Board of Commissioners and that the Human Resources Director contact applicant to coordinate a Second Interview for Friday, January 31, 2020 at 4:00 p.m. in the Board of Commissioners Room.

The meeting adjourned at 4:43 p.m.

Respectfully submitted,

Sheryl Guy, County Clerk

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