

**Shiawassee County Community Mental Health Authority
Selection Committee – Minutes
October 14, 2015**

Members Present: Mark Miller (Chair), Jerry Walden, Vicki Bocek, Robyn Spencer, Dirk Love (Supervisory Unit), Penny Corbin (Non-Supervisory Unit), Lindsey Hull (Interim Chief Executive Officer)

Others Present: Jamie Burke, Executive Assistant (Minutes), Deb Hoenshell (HR Coordinator)

Topic	Key Discussion	Actions
1. Call to Order		The meeting was called to order by Chairperson M. Miller at 4:03 p.m.
2. Approval of the Agenda		Agenda was approved as presented.
3. Public Comment	No public is present.	
Unfinished Business	None	
New Business		
4. Review last meeting discussions	The committee reviewed the past meeting's discussions. M. Miller reviewed the instructions for the committee members to choose a top five.	
5. Review of new applicants and writing samples	The committee discussed applicant's resumes and writing samples.	
6. Discussion of member reviews	M. Miller asked each committee member to share their top five candidates.	The committee compiled a list of 6 candidates to interview.
7. Proceeding forward	The committee discussed dates for interviews, checking references, and questions for interviews.	
8. Next Steps		M. Miller asked the HR Coordinator to contact the 6 applicants for their references. Dr. Miller and Ms. Hull will call the applicant's references on October 22, 2015 and October 23, 2015. Dr. Miller and Ms. Hull will ask the same questions to each reference. They will develop the questions that will be asked. The first round of interviews will begin October 29, 2015 and November 3, 2015. The committee will interview

		three applicants each day and will offer face-to-face interviews or Skype interviews. Background checks will be completed after the first round of interviews. J. Walden asked for the full board to be contacted with the date of November 9, 2015 at 4:00 P.M. for a special board meeting for the final three applicants to be interviewed.
9. Next Meeting		The next meeting will be October 29, 2015 at 4:00 P.M.
10. Adjourn		The meeting was adjourned at 5:00 p.m.

These minutes were approved by the SCCMHA Board of Directors on November 23, 2015.