

**Shiawassee County Community Mental Health Authority
Human Resources Committee – Minutes
November 19, 2015**

Members Present: Joan Durling (Chairperson), Janelle Hughes (Vice-Chairperson), Paul Wiese, Vicki Bocek, Jeanne Ladd

Others Present: Lindsey Hull (Interim CEO), Deb Hoenshell, Jamie Burke (Executive Assistant) (Minutes), Craig Hause

| Topic | Key Discussion | Motion/Action |
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| 1. Called to Order | | The meeting was called to order by Joan Durling, chair, at 5:01 p.m. |
| 2. Approval of the Agenda | J. Durling added Lindsey Hull's performance evaluation to the agenda as item #4. | MOTION BY LADD, SUPPORTED BY BOCEK to approve the agenda as amended. All ayes, motion carried. |
| 3. Public Comment | There was no public comment. | |
| 4. Lindsey Hull's Performance Evaluation | J. Durling informed the committee that L. Hull's annual evaluation was due. The committee discussed how the Interim CEO and Clinical Director role should be evaluated, as L. Hull's evaluation is typically completed by the CEO. | MOTION BY LADD, SUPPORTED BY WIESE to recommend to the full board for the board to complete the evaluation for the Interim CEO/Clinical Director role. All ayes, motion carried. |
| UNFINISHED BUSINESS- None | | |
| 5. Continuing Recruitment of CEO | J. Durling referred the committee to review the previous selection process timeline and the suggested procedure. The committee discussed posting the position in the local newspaper, on MACMHB, and on our website. | <p>MOTION BY LADD, SUPPORTED BY WIESE to post the CEO position in the local newspaper, SCCMHA website, and the MACMHB website for a two week period. The applicants will be reviewed by the HR Coordinator, those that qualify will be sent the writing sample questions. All ayes, motion carried.</p> <p>MOTION BY WIESE, SUPPORTED BY LADD to retain the selection process within the Human Resources Committee. All ayes, motion carried.</p> |

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| 6. Next Meeting | | The next meeting will be December 7, 2015 at 5:00p.m. |
| 7. Adjourn | | The meeting was adjourned at 7:35 p.m. |

These minutes were approved by the SCCMHA Board of Directors on December 21, 2015.