

Human Resources Committee
Meeting Minutes
September 6, 2016, 9:00 a.m.
Conference call

0.0 **Call to Order**

0.1 Roll Call

Gary Schriver	Ph	Mike Otto	Ph
Mary Jeann Batham	Ph	Roy Schoon	Ph
Mable Mantel	Ph		

Also present: Steve Ehrhardt, President, Roxy Thompson, HR Specialist and Amy B. Simpson, Administrative Assistant

0.2 Items Added to the Agenda by Committee Members or Staff

No new items added.

0.3 Approval of Agenda

Chair Schriver called for a motion to adopt the September 6, 2016, agenda. It was moved by Mike Otto and seconded by Roy Schoon that the agenda be adopted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.0 **Committee Affairs**

1.1 Approval of the June 13, 2016, Meeting Minutes

Chair Schriver called for a motion to adopt the June 13, 2016, minutes. It was moved by Mike Otto and seconded by Mabel Mantel that the June 13, 2016, meeting minutes be adopted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.2 Establish a posting and hiring process for CEO/Executive Director Position

Chair Shriver stated that HR Specialist Roxy Thompson sent a revised job description for the Executive Director position and a rough draft of the interview questions. HR Specialist Thompson stated that she needs to know the time frame for posting the Executive Director position, who the job applications will be reviewed by and who will be doing the interviewing.

Mike Otto expressed confusion in what the difference is between a CEO and an Executive Director. The major difference between a CEO and an Executive Director is that CEO usually runs a for profit company while an Executive Director is the head of a non-profit agency. Mike Otto's concern was that Elderbridge would be creating a new level of

authority, a CEO and an Executive Director, which would be costly. A CEO and Executive Director can occupy the same position and have the same responsibilities as evidenced by the other AAA's in the state. No new additional position would be created. The CEO position has added duties that were indicated with the dark bullets in the job description.

Mike Otto requested to see the changes in writing, the organizational chart and requested additional time to consider the new information. He was also concerned that the CEO position would take our current employees out of contention for the position.

Roy Schoon recommended bringing this matter to the Board of Directors at the next meeting in September 2016, for discussion.

HR Specialist Thompson said she will send the Executive Director's job description that was approved and the CEO job description for comparison. She will also send out the organizational chart. Donna Harvey's suggestions will also be sent to the HR Committee. Another HR Committee meeting will be scheduled to discuss the matter after the additional information is received.

1.3 Adjournment

There being no further business before the committee it was moved by Mary Jeann Batham and seconded by Mike Otto that the meeting be adjourned at 9:34 a.m.