

Elderbridge Agency on Aging
Human Resources Committee/Executive Committee
Meeting Minutes
December 1, 2016, 9:00 a.m.
Conference call

0.0 **Call to Order**

0.1 Roll Call

Human Resource Committee

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

Executive Committee

Steve Ehrhardt	Ph	Mary Jeann Batham	Ph
Paula Harms	Ph	Jim Burns	Ph
Jan Sowers	Ph	Gary Schriver	Ph

Also present: Roxy Thompson, HR Specialist and Amy B. Simpson, Administrative Assistant were also present via phone.

0.2 Items Added to the Agenda by Committee Members or Staff
No new items were added.

0.3 Approval of Agenda
It was moved by Jim Burns and seconded by Mabel Mantel that the December 1, 2016, 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 September 29, 2016, HR Committee Meeting Minutes
Mike Otto called for a motion to adopt the September 29, 2016, HR Committee minutes. It was moved by Roy Schoon and seconded by Mabel Mantel that the September 29, 2016, HR Committee meeting minutes be adopted. On roll call the vote was as follows:

Aye: Mike Otto, Roy Schoon, Mary Jeann Batham, Mabel Mantel and Gary Schriver (the motion was declared carried.)

President Ehrhardt called for a motion to adopt the March 24, 25 and 30 Executive Committee meeting minutes. It was moved by Paula Harms and seconded by Jim Burns that the March 24, 25 and 30, 2015, Executive Committee meeting minutes be adopted. On roll call the vote was as follows:

Aye: Steve Ehrhardt, Paula Harms, Jan Sowers, Mary Jeann Batham, Jim Burns and Gary Schriver (the motion was declared carried.)

1.2 Discussion of additional postings of the CEO Position are needed.

Mike Otto recommended tabling 1.2. Jim Burns and HR Committee Chair, Gary Schriver stated they are concerned that there is only one application and would prefer to have more than one application to consider. Mike Otto stated that he thought it was known some time ago that there would be only one applicant for the CEO position, and it is inappropriate at this time to not interview the internal candidate first. Jim Burns stated that his concern was with the importance of the position of CEO and that more than one application is warranted. HR Committee Chair Schriver stated he is concerned about the legality issues since Elderbridge is receiving government funding. Roy Schoon stated that he does not think additional applications are needed at this time.

It was moved by Roy Schoon and seconded by Mike Otto that additional postings are not needed at this time. On roll call the vote was as follows:

HR Committee and Executive Committee

Jim Burns:	Abstain	Steve Ehrhardt:	Aye
Mike Otto:	Aye	Mary Jean Batham:	Aye
Roy Schoon:	Aye	Jan Sowers:	Aye
Paula Harms:	Aye	Mabel Mantel:	Aye
Gary Schriver:	Aye		

The motion was declared carried.

Chair Schriver stated there will be no further postings and that the interview of the internal candidate for the position of CEO should move forward. Jim Burns recommended that two members from the HR Committee and the Executive Committee be a part of the interview team. President Ehrhardt recommended that this go before the Board for a final vote first.

A legal opinion was requested by President Ehrhardt that will ask if it is adequate that Elderbridge post internally for the CEO position, and if it is satisfactory to hire the one internal candidate when the agency is receiving federal dollars.

1.3 Review and discussion of applicant for CEO Position
Item was tabled pending legal opinion

1.4 Interview of Applicant
Item was tabled pending legal opinion

1.5 Recommendation to entire Board of Directors
Item was tabled pending legal opinion. The HR Committee/Executive Committee will meet before the December 13, 2016, Board meeting. A recommendation to the full Board will be made at that time.

2.0 Adjournment
There being no further business before the HR Committee it was moved by Mary Jeann Batham and seconded by Roy Schoon that the meeting be adjourned at 9:54 a.m.