

Elderbridge Agency on Aging
Human Resources Committee/Executive Committee
308 Central Avenue
Fort Dodge, IA 50501
Meeting Minutes
January 18, 2016, 9:00 a.m.

0.0 Call to Order

0.1 Roll Call

Mike Otto	P	Roy Schoon	Ex
Mary Jeann Batham	Ph		
Mable Mantel	Ph		

Also present: Roxy Thompson, HR Assistant
Ex Officio: Steve Ehrhardt, President

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

0.3 Approval of Agenda

1.0 Committee Affairs

1.1 Approval of December 1 and 13, 2016, HR Committee minutes

Chair Otto called for a motion to adopt the December 1 and 13, 2016, meeting minutes. It was moved by Mary Jeann Batham and seconded by Mabel Mantel that the December 1 and 13, 2016, meeting minutes be adopted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.2 Determine which applicants will be invited to a personal interview for the CEO position.

All applications were sent to the members via email. Chair Otto asked for discussion regarding the applications. After a brief discussion, it was moved by Mabel Mantel and seconded by Mary Jean Batham to interview Kelli Soyer, Larry Elphic and Shelly Sindt. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.3 Review and discussion of interview procedures

1.3.1 Who will be on the interview panel

Chair Otto presented two options for consideration. Option one was to have the HR Committee do the interviewing and Option two was to have two members from the HR Committee and two members from the Executive Committee. HR Assistant Thompson suggested to have Co-Executive Director, Donell Doering present in the interview to answer any questions that the applicants may have concerning programs, benefits or finances. Chair Otto denied the request on the basis that it would be a conflict of interest with regard to the two positions that need to be filled. HR Assistant Thompson disagreed with the conflict of interest as reasoning as the Board has no involvement in the hiring process of the other two positions.

Chair Otto called for a motion to accept Option one. It was moved by Mary Jeann Batham and seconded by Mabel Mantel that the HR Committee (option one) interview the prospective candidates. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.3.2 Who will Chair the interview panel

Since the HR Committee will be doing the interviewing, Chair Otto will chair the interview panel. It was moved by Mabel Mantel and seconded by Mary Jeann Batham that Mike Otto chair the interview panel. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.3.3 Establish time and place of interviews

After a brief discussion it was moved by Mary Jeann Batham and seconded by Mabel Mantel that HR Assistant Thompson schedule the interviews for January 27, 2017. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

2.0 Adjournment

There being no further business before the HR Committee meeting was adjourned.