

**Van Buren County Board of Road Commissioners
Advisory Committee Report**

Administrative Office, Lawrence, Michigan

That on the 24th day of October, 2019 at 4:00 PM, E.D.T., the Advisory Committee of the Board of County Road Commissioners for the County of Van Buren met in the offices in Lawrence, Michigan.

PRESENT: Road Commissioners Boze and Kinney
Administrative Assistant-Board Secretary Jill Brien

GUESTS: Finance Director Linnea Rader
Highway Engineer Barry Anttila
Operations Director Greg Brucks

Chairman Boze called the meeting to order at 4:00 PM.

No additions/deletions to the Agenda.

Discussion held regarding candidate screening criteria, and manner in which to complete the evaluation. It was determined that the Managing Director application packages would be evaluated by the Committee when opened according to the following "minimum qualifications":

1. Residence within 20 miles of Van Buren County line.
2. Bachelor's Degree in Civil Engineering, Business Administration or closely related discipline and/or equivalent experience in lieu of the degree.
3. Six to Eight years experience in construction or engineering in public works road commission or similar organization.
4. Has valid Michigan Driver's license.

The following Application Packages were opened by the Chairman, and the minimum qualifications were reviewed and documented by the Committee:

Daniel B.
Orrin D.
Michael S.
Daniel F.
Jason W.
Linnea R.
Proposal to create a permanent Managing Director Team.
Barry A.
Rodney R.
Gregory B.
John S.
Dean D.

Discussion held regarding resume received from Dean D. via facsimile, which does not conform with the procedures established by the Board.

The Committee then discussed procedures moving forward. It was decided that a recommendation would be made to the Board as follows: That the Board schedule a Special Session at which all application packages would be reviewed by the Board members; that each candidate's "minimum qualifications" would be provided to the Board, together with a candidate screening criteria form, to be completed by Board Secretary-Record Keeper Brien; and that the Board would then make the final decision at the Special Session on which candidates to interview, as well as make a decision regarding the non-conforming resume received via facsimile.

The meeting was adjourned at 4:50 PM.