

**Van Buren County Board of Road Commissioners**

November 12, 2019

Special Session - Administrative Office, Lawrence, Michigan

BE IT REMEMBERED: That on the 12<sup>th</sup> day of November, 2019 at 4:30 PM, E.D.T., the Board of County Road Commissioners for the County of Van Buren met in special session in the offices in Lawrence, Michigan.

PRESENT: Road Commissioners Askew, Boze, Burleson, Kinney, and Moffat  
Finance Director Linnea Rader  
Highway Engineer Barry Anttila  
Operations Director Greg Brucks  
Administrative Assistant-Board Secretary Jill Brien

GUESTS: Steven Rogusta, Village of Breedsville

Chairman Boze called the meeting to order at 4:32 PM.

Motion by Kinney to delete Item 6, Candidate Interview Evaluation Form Completion, from the Agenda, and to replace it with a new Item 6, Candidate Second Round Interview Nomination by majority vote of Board. Kinney provided discussion that each of the six candidates would be voted on by the Board in the random order in which they were first interviewed. Any candidate who receives a majority vote of the Board for Second-Round Interview will so advance. Motion seconded by Moffat.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Motion by Kinney to add Item 3A, First Public Comment, to the Agenda. Motion seconded by Moffat.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Motion by Kinney, seconded by Moffat to approve the revised Agenda.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Chairman Boze opened the meeting to Public Comment. None was received.

Rader provided discussion regarding DISC personality profile screening. The screening is currently used by Human Resources when hiring administrative staff. Examples of DISC screening results were reviewed and discussed. Charges for screening, the review process, and screening benefits were also discussed. Motion by Moffat, seconded by Kinney to require DISC personality profile screening for all second round interview finalists.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Rader provided information to the Board regarding the background check system currently utilized through DK Security. Motion by Kinney, seconded by Moffat to require all second round interview finalists to give permission for a background check, including a criminal background check and employment verification.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Rader discussed her investigation into the process of a credit check for candidates. She has been able to locate one company who performs credit checks. Reasons for a credit check were discussed. Credit scoring was discussed as an alternative. It was decided by general consensus not to require candidates to provide permission for a credit check.

Rader discussed protocol for checking references by a Board Member. Personal reference checks versus business reference checks versus past employer checks were reviewed. Question options were reviewed. The Board asked Rader to provide a list of typical business reference check questions. Uniformity in questioning was stressed by Rader.

Discussion held regarding the two application packages received via mail in the Post Office Box, but after the scheduled deadline of October 24, 2019. Discussion also held regarding the resume that was received via email which was disqualified by general consent at the October 29, 2019 Special Session of the Board. Motion by Moffat, not to consider either of the two application packages received via mail after the scheduled deadline, or the non-conforming resume that was received via email. Motion seconded by Kinney.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Discussion regarding winter operations on Monday. Questions were asked and responded to by Brucks.

Rader and Brucks left the meeting.

Chairman Boze called the first interview candidate to roll call vote by the Board: Should Linnea R. advance as a candidate for a second-round interview?

Burleson: Nay  
Moffat: Nay  
Kinney: Nay  
Boze: Aye  
Askew: Aye  
CANDIDATE DOES NOT ADVANCE AT THIS TIME.

Chairman Boze called the next interview candidate to roll call vote by the Board: Should Daniel F. advance as a candidate for a second-round interview?

Moffat: Nay  
Kinney: Aye  
Boze: Nay  
Askew: Nay  
Burleson: Aye  
CANDIDATE DOES NOT ADVANCE AT THIS TIME.

Chairman Boze called the next interview candidate to roll call vote by the Board: Should Daniel B. advance as a candidate for a second-round interview?

Kinney: Aye  
Boze: Nay  
Askew: Nay  
Burleson: Aye  
Moffat: Aye  
CANDIDATE DOES ADVANCE.

Chairman Boze called the next interview candidate to roll call vote by the Board: Should Rodney R. advance as a candidate for a second-round interview?

Boze: Aye  
Askew: Aye  
Burleson: Nay  
Moffat: Aye  
Kinney: Aye  
CANDIDATE DOES ADVANCE.

Chairman Boze called the next interview candidate to roll call vote by the Board: Should Greg B. advance as a candidate for a second-round interview?

Askew: Aye  
Burlison: Nay  
Moffat: Nay  
Kinney: Nay  
Boze: Aye

CANDIDATE DOES NOT ADVANCE AT THIS TIME.

Chairman Boze called the next interview candidate to roll call vote by the Board: Should Orrin D. advance as a candidate for a second-round interview?

Burlison: Nay  
Moffat: Aye  
Kinney: Aye  
Boze: Nay  
Askew: Nay

CANDIDATE DOES NOT ADVANCE AT THIS TIME.

Moffat asked that the record reflect that he believes that any one of the candidates could have a manager of this operation. Each had strengths that would benefit the organization. Each candidate was qualified, and the decision was difficult. Kinney echoed Moffat's opinions.

Second-round interview protocol was discussed. Kinney suggested the same interview protocol as used for the first-round interviews. Discussion regarding potential interview dates, timing for background checks and DISC screening, and reference checks. Question development was discussed and it was decided that each Commissioner should have at least two questions ready for the second-round of interviewing. Board requested that no candidate rejection letters should be sent until the second-round interviews have been completed, subject to review at a later date.

Boze discussed his preference that all background checks, DISC screening and reference checks be accomplished prior to the second-round interview taking place. Second-round interview candidates will be contacted and told that they have been selected, and that they are requested to complete the DISC profile, and provide permission for background checks before the interview as a condition for the interview. Interview dates were discussed again, and it was decided by a consensus to hold the second-round interviews on December 19, 2019 starting at 4:00 PM. Business references would also be called by the Board prior to interviews. The Board authorized Boze and Kinney to make the business reference calls at 4:00 PM on November 20, 2019.

Wages, probationary period and contract considerations were also topics of discussion.

The Board requested that Rader put together a Position Summary to be given to the second-round candidates when they complete their DISC and sign their permission for background checks. The Summary should include benefit, pay, and other pertinent position information.

The Chairman opened the meeting to Public Comment. None was heard.

On motion by Moffat, seconded by Kinney, the Call of the Chair was adjourned at 5:55 PM.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

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Secretary

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Chairman