

**MINUTES OF THE
AD HOC COMMITTEE TO SELECT DIRECTOR
OF FINANCE DEPARTMENT**

WEDNESDAY, JANUARY 20, 2010

At a meeting of the **Ad Hoc Committee to Select Director of Finance Department**, held Wednesday, January 20, 2010, in the Board **Library**, on the 9th Floor of the Administration Building, Mount Clemens, the following members were present:

Brdak-Vice-Chair, Mijac and Tocco.

Absent and excused were Kepler-Chair and Brown.

There being a quorum of the committee present, Vice-Chair Brdak called the meeting to order at 8:15 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AGENDA

MOTION

A motion was made by Tocco, supported by Mijac, to adopt the agenda, as presented. **The Motion Carried.**

DETERMINE CONSULTANT FIRM

A brief discussion took place regarding advertising of the position in print and online.

MOTION

A motion was made by Mijac, supported by Tocco, to approve the Human Resources Department to perform the search process for the Director of the Finance Department; also, to approve the job description for the position. **The Motion Carried.**

(Note: this motion was forwarded to the Full Board.)

DEVELOP TIMELINE

MOTION

A motion was made by Tocco, supported by Mijac, to approve the following timeline: February 1-19, posting of the position; February 9, preparation of matrix and interview questions; February 24, review qualified applications and March 1-5, interviews. **The Motion Carried.**

ADJOURNMENT

MOTION

A motion was made by Tocco, supported by Mijac, to adjourn the meeting at 8:40 a.m.
The Motion Carried.

**Corinne Bedard
Committee Reporter**