

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

**TUESDAY, FEBRUARY 9, 2010**

At a meeting of the **Ad Hoc Committee to Select Director of Finance Department**, held Tuesday, February 9, 2010, in the Board **Library**, on the 9<sup>th</sup> Floor of the Administration Building, Mount Clemens, the following members were present:

Kepler-Chair, Brdak, Mijac and Tocco.

Absent and excused was Brown.

There being a quorum of the committee present, Chair Kepler called the meeting to order at 11:08 a.m.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**AGENDA**

**MOTION**

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

**PREPARATION OF MATRIX AND INTERVIEW QUESTIONS**

Committee reviewed the job posting, matrix and interview questions. Additions and deletions were made to the list of questions.

After review of the matrix, the following weightings were determined for the categories:

Job Related Education – 5%  
Job Related Experience – 10%  
Job Related Knowledge – 10%  
Communication/Interpersonal Skills – 20%  
Problem Solving/Decision Making Skills – 20%  
Project Management Skills – 8%  
Teamwork – 7%  
Insight and Alertness – 20%

**ADJOURNMENT**

**MOTION**

A motion was made by Brdak, supported by Mijac, to adjourn the meeting at 11:44 a.m.  
**The Motion Carried.**

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**Corinne Bedard  
Committee Reporter**