

COMMITTEE MEETING MINUTES

COMMITTEE: Grants Administration Oversight Committee

CHAIRPERSON: Rich Machala

DATE/TIME: November 28, 2017, 9:00 a.m.

Chairperson Machala called the meeting to order at 9:07 a.m.

PRESENT: X John Lang X Dan Reimer
 X Melisa Hammer X Elizabeth Townsend X Rich Machala

Quorum: Chairman Machala declared that a quorum was present.

OTHERS PRESENT: None

1. Approval of Minutes:

a. Approval of Minutes of the November 7, 2017 GAOC minutes.

Hammer made a motion to approve the minutes of the October 17, 2017 meeting, as received – Townsend seconded the motion. There being no further discussion, Machala called for a vote. The motion passed 5 YEAS – 0 NAYS.

2. Citizens' Comments: None

3. Unfinished Business:

a) Continue the review, discussion and possible action of revising a draft of the proposed Grants Administrative Policy:

Machala stated that because of the lengthy agenda for this meeting, that he would entertain a motion to table the review and discussion of the proposed draft policy until the committee's next meeting.

Hammer made a motion to table the continued discussion of the proposed Grant Administrative Policy until the next regularly scheduled committee meeting. Townsend seconded the motion. There being no further discussion, Machala called for the vote. The motion passed with 5 Yeas – 0 Nays.

b.) Update on status of Grants Administrator/PCOM applicants:

Machala informed the committee that the County received eleven (11) responses to the ad the committee placed for a Grant Administrator/PCOM. However, it appears that one of the resumes received was not submitted in response to the ad, but was simply submitted to see if the applicant might be considered for any county employment opportunities that may be available. The resume did not include a Cover Letter or County Application form.

4. New Business:

a.) Discussion and possible action to plan the process the committee will use for interviewing applicants for the Full Time Grant Administrator/PCOM position advertised.

Machala explained to the group that Lang and he separately reviewed all ten responses received and scored them using the Matrix that was approved by the committee. Machala then combined both his and Lang's scores on one master matrix (included in the meeting packet) and Lang and he met on November 27th to discuss the combined matrix and decided to recommend that the committee decide whether or not it wanted to interview the 3, 4, or all 5 highest scoring applicants

Machala went on to explain that an application was not received from one of the applicants until after the advertised November 17th date for receiving applications. Machala decided that, because she scored in the top three of applicants on the matrix, just using information gleaned from her resume and cover letter that he would ask the committee to decide whether or not to accept her late application and consider her for interviewing.

Lang stated that, because she received a high score on the matrix even without considering any additional information that may be included on her application, that he did not want to eliminate her from the interviewing process. He felt that it would be in the County's best interest to hire the most qualified applicant and based on the completed matrix, she should qualify for interviewing.

Machala went on to explain that this applicant submitted her other paper work electronically, and stated in the email that she was mailing her application. The envelope containing the application was post marked November 16th, but not received by the County until November 21st.

After discussion,

Hammer made a motion to accept the application received on 11/21/17 but post marked on 11/16/17. Reimer seconded the motion. Machala called for a vote that resulted in 3 Yeas & 2 Nays votes. The motion passed.

Machala opened the envelope and passed the application around to the members of the committee for their review.

b. Review and discussion of Matrix scoring and recommendations of applicants for possible for considering applicants to interview for the Grant Administrator/PCOM position.

The committee reviewed the matrix completed by Lang and Machala and discussed the pros and cons of the five highest scoring applicant's resumes and applications. After the discussions concluded:

Hammer made a motion to have the committee interview all five of the highest scoring applicants and have the County Administrator's Office contact the applicants to set up a schedule for the interviews. Lang seconded the motion. There being no further discussion, Machala called for the vote. The motion passed 5 YEAS – 0 NAYS.

c. Discussion and possible action on creating a list of questions to be asked of selected applicants.

Using a list of questions that were asked during the first interviews of applicants for another position for guidance, the committee agreed to keep applicable questions, revised some questions, and add new questions submitted by committee members. The completed list contained 24 questions.

Hammer made a motion to accept the list of 24 questions as compiled. Lang seconded the motion. There being no further discussion, Machala called for the vote. The motion passed 5 YEAS – 0 NAYS.

d. Discussion and possible action to appoint Richard Machala as the "Interim" Grant Administrator/Program Compliance Monitor.

Hammer made a motion to appoint Richard Machala as the "Interim Grant Administrator/Program Compliance Monitor. Lang seconded the motion. There being no further discussion, Machala called for the vote. The motion passed 5 YEAS – 0 NAYS.

e. Review, discussion, and possible action to approve a Written Annual Report to the County Board as required in Resolution 2017-34.

Lang made a motion to approve and forward the submitted Grant Administration Oversight Committee's written Annual Report to the County Board. Reimer seconded the motion. There being no further discussion, Machala for a vote. The motion passed 5 YEAS – 0 NAYS.

5. Citizen's Comments:

None.

6. Committee Member Concerns:

None.

7. Set Next Meeting Dates:

The committee agreed to hold a special meeting, in the County Board Room, to interview up to five (5) applicants beginning at 8:30 a.m. on Friday, December 15, 2017.

The committee agreed that the next regular meeting be held at 9:00 a.m. on Tuesday, January 16, 2018 in the County Board Meeting Room.

*(Because the Board room was previously booked for other purposes, the next regular meeting date was later moved to **Thursday, January 18, 2018**).*

8. Motion to adjourn was made at 11:59 a.m. by Hammer, seconded by Townsend. Motion passed.

These minutes are not the official record until final approval at the next committee meeting and all minutes may be changed until officially approved.