

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING MINUTES
March 26, 2021, - 8:00 a.m.

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Public Comment:
6. New Business:
 - A. Managing Director Job Description & Expectations
 - B. Hiring Process & Procedure
 - C. Administrative Assistant Hiring (addition to the agenda)
7. Public Comment
8. Adjournment

1. Call Meeting to Order:

The meeting was called to order by Chairman T. Klarich at 8:00 A.M.

2. Roll Call Information: The roll was called for the Commissioners.

Present: Thomas Klarich
Keith Rochefort
Randy Lund
Robin LaCroix
Dale DuFour (via telephone)

Absent: None

Also in Attendance: Jean Frankovich, Managing Director; Tanya Hoar, Finance Director

3. Pledge of Allegiance: The pledge was recited.

4. Approval of Agenda:

It was moved by Commissioner R. LaCroix, seconded by Commissioner R. Lund to approve the agenda as presented.

Roll Call:

LaCroix – yes

Lund – yes

Rocheftort - yes

Klarich - yes

DuFour - yes

Motion Carried

**Later in the meeting, Board Chairman T. Klarich added 6.C. Administrative Assistant hiring to the agenda.*

5. **Public Comment:** Commissioner K. Rocheftort stated that he does not feel the hiring of the Administrative Assistant showed any nepotism. Commissioner D. DuFour felt it was nepotism because the candidate was married to a member of the crew.

Commissioner R. LaCroix stated that he had said the phone had not been answered several times over the last two weeks and that it was actually over a period of time.

6. New Business:

A. Managing Director Job Description & Expectations

The Board reviewed and discussed sample job descriptions for a Managing Director. No action was taken at this time.

B. Hiring Process & Procedure:

Hiring policies from other counties were reviewed. Many members of the Board felt they should review all applications and the Board, the Managing Director, and the open position's Direct Supervisor will select which candidates to interview. Discussion was held on making a hiring policy rather than a motion. J. Frankovich will draft sample policies with varying language to bring back to the Board for discussion. J. Frankovich will also get a legal opinion from MCRCSIP on hiring.

It was moved by Commissioner D. DuFour, seconded by R. LaCroix that the full Board choose who to interview, sit in on interviews, and help select the candidate.

Roll Call:

DuFour – yes
LaCroix – no
Lund – no
Rocheffort – no
Klarich – no

Motion Failed

- C. Administrative Assistant Hiring:** The Board discussed the process that happened with hiring the Administrative Assistant. There was a misunderstanding from the previous Board Meeting on the authority of the Managing Director to hire the position without notifying the Board first. The Board discussed whether they should rescind the employment offer.

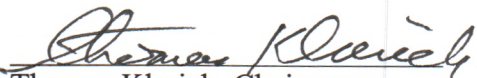
It was moved by Commissioner K. Rocheffort, seconded by R. Lund to hire Alexis Farmer and to follow the new hiring policy for all future hires.

Roll Call:

Rocheffort - yes
Lund – yes
Klarich – yes
LaCroix - yes
DuFour: no

- 7. Public Comment:** T. Hoar thanked the Board for hiring Alexis.

- 8. Adjournment:** The meeting was adjourned at 9:04 A.M. by Chairman T. Klarich.


Thomas Klarich, Chairperson


Jean Frankovich, Managing Director