

Council on Aging Board Hiring Committee Meeting Minutes

Date: June 19, 2019; 0830 hours

Present: Chairman Shawn Robinson, Amanda Zygmunt, Susan Hurley, Betty Kotch, Cindy Doty, Town Administrator Marlene Michonski

0835 Hours: Meeting called to order by Chairman S. Robinson

0836 Hours: Board member A. Zygmunt makes motion to go into Executive Session; seconded by Board member C. Doty; roll call vote is "aye" unanimously

0839 Hours: Town Administrator recommends sending letters to candidates if a decision is made

0840 Hours: Chairman S. Robinson reads letter of recommendation regarding candidate Rodgers received from Town resident Susan Yurik

0845-0930 Hours: Board interviews candidate Shaw

0946 Hours: Board member A. Zygmunt leaves meeting room while remaining members discuss interviews. Chairman advises that pre-interview tool can continue to be used by members as a guideline during process

0956 Hours: Member B. Kotch makes a motion to offer candidate Rodgers the COA Director position. Motion is seconded by Board member S. Hurley

1000 Hours: Board member C. Doty makes a motion to adjourn from Executive Session; seconded by Board member S. Hurley; roll call vote is "aye" unanimously

1002 Hours: Chairman S. Robinson makes a motion to offer candidate Rodgers the COA Director position, compensation at \$50,000 yearly, seconded by Board member S. Hurley. Vote is unanimously "aye", with the exception of Board member A. Zygmunt who abstained. Town Administrator M. Michonski advises that if offer is accepted, recommendation is to be submitted to the Select Board. Chairman S. Robinson to contact candidate Rodgers re offer, and if accepted, advise her of a start date of June 24, 2019, at which time she is to contact the Town Administrator. If candidate refuses offer, search will be reopened with a second round of interviews.

1005 Hours: Chairman S. Robinson noted that the Formula grant meeting was scheduled for June 12, 2019, and since the COA Director was unable to attend, nor were any Board members available, he had offered to obtain the information from the Highland Valley Elder Services.

1028 Hours: Chairman S. Robinson advises candidate Rodgers accepts position via telephone. Board member A. Zygmunt and COA Director J. Betsold will train candidate the week of June 24, 2019. COA Assistant A. Zigmunt will be reviewed regarding compensation for additional duties.

1045 Hours: Board member C. Doty makes a motion to adjourn; seconded by Board member S. Hurley

Respectfully submitted,
Cindy Doty, Committee Member