

CLARE COUNTY ROAD COMMISSION

Minutes of the workshop of the Board of County Road Commissioners of Clare County, Michigan, hereinafter referred to as the Board, held at its office at 3900 East Mannsiding Road, Harrison, Michigan on July 3, 2019.

The workshop was called to order at 10:55 a.m. by Commissioner Richard Haynak.

Commissioners present: Timothy Haskin, Richard Haynak and Karen Hulliberger.

Commissioners absent: none.

Staff present: Kimberly Jones, Finance Director/Board Secretary; Al Leonard, Engineer-Tech/Co-Manager.; Aric McNeilly, Road Maintenance Foreman/Co-Manager and David Bondie, Asst. Road Maintenance Foreman.

Guests: Angelina M. Barnes, Attorney at Law, Michael R. Kluck & Associates, Labor and Employment Counsel for the Clare County Board of Road Commissioners; Al Housler, Freeman Township Supervisor; Dan Dysinger, Grant Township Supervisor

The job description for Manager or Engineer/Manger was discussed in detail and Attorney Barnes will work on the draft description for Board approval. The following key topics were discussed by the Board, Attorney Barnes and administrative staff:

- Key position
- Close relationships
- CRA hand book - how to bring on a director and personal qualities
- Interpersonal relationships and management qualities
- Annual performance reviews for administrative staff and Manager or Engineer/Manager
- Working on the framework for success
- Staff training
- Personnel manual for administrative staff
- Accountability
- Leave time
- Policies followed
- Hiring and job description to be detailed with clear expectations
- Functions, qualifications and desired essentials
- Clear communication
- Trust
- Project, budgeting

Angelina M. Barnes, will be working on the draft job description.

There being no further business to come before the Board, the workshop was adjourned at 12:19 p.m.