



MINUTES
Board of Commissioners Chambers
219 East Paw Paw Street

November 9, 2021 2:00 PM

Commissioners

Gail Patterson-Gladney, District 1
Kurt Doroh, District 2
Richard Godfrey, District 3
Mike Chappell, District 4
Randall Peat, District 5
Donald Hanson, District 6
Paul Schincariol, District 7

Administrative Affairs Committee Meeting

1. **Call to Order**
Committee members present: Commissioner Gail Patterson-Gladney, Commissioner Paul Schincariol, Commissioner Randy Peat,

Others in attendance: Administrator Frank Hardester, Commissioner Kurt Doroh, Commissioner Mike Chappell, Commissioner Don Hanson, HR Director Anna Cerven, John Faul, Taylon Terrell, Jason Jones
2. **Additions/Deletions to the Agenda**
None
3. **Approval of Agenda**
Motion to approve the agenda as presented by Commissioner Peat; Supported by Commissioner Schincariol; Motion: Carried.
4. **Approval of Minutes**
 - A. **10/12/2021 Administrative Affairs Committee Meeting Minutes**
Motion to approve the 10/12/21 Administrative Affairs Committee Meeting Minutes by Commissioner Peat; Supported by Commissioner Schincariol; Motion: Carried.
5. **Public Comment**
None
6. **Agenda Items**
 - A. **SHRM - Employee Engagement Survey**
Administrator Hardester stated that Taylon Terrell and Jason Jones would be presenting an Employee Engagement Survey.

Taylon Terrell stated that SHRM is partnering with Jason Jones of Workforce Science for an Employee Engagement Survey. Jason Jones conducted a presentation regarding their services for a survey.

Administrator Hardester asked Jason if he could bring back the full list of the survey questions and possible answers, as well as software / computer requirements. Jason stated that it was an online-only survey. Administrator Hardester stated that we have staff that do not have computers available, and we would also need a paper survey.

Discussion led to bringing this back to the next Administrative Affairs Committee with a

proposal for costs including a paper version of the survey. If it is decided to move forward, they can bring back the list of questions to the board prior to dissemination to staff.

B. Global Eagle Company (GECBTS) - eLearning Training Courses

Anna Cerven stated that Global Eagle brought a demonstration of their online training courses to the last COW. They have provided a 3-year proposal of \$27,528 annually which will be charged to the Human Resources budget number 101.0-270.00-910.005. Discussion ensued.

Motion to approve the 3 year proposal of \$27,528 annually, and move to the 11/23/21 COW and the 12/14/21 BOC for final approval by Commissioner Schincariol; Supported by Commissioner Peat; Motion: Carried.

C. Re-Appointment of Sandy Hanson to the Library Board

Frank Hardester stated that we received a letter of recommendation from the Van Buren District Library Director to re-appoint Sandy Hanson to the Van Buren District Library Board for an additional four-year term to run from January 1, 2022 through December 31, 2025.

Motion to approve the re-appointment of Sandy Hanson; Peat; Schincariol; Motion: Carried.

D. Economic Development Strategic Fund Grant

John Faul presented an Economic Development Strategic Fund Grant in the amount of \$55,000 and requested approval to apply. Discussion ensued.

Motion to approve the application for the grant in the amount of \$55,000 by Commissioner Peat; Supported by Commissioner Schincariol; Motion: Carried.

7. Public Comment

None

8. Adjournment

Motion to adjourn by Commissioner Peat; Supported by Commissioner Schincariol; Motion: Carried.

Meeting adjourned: 3:03 PM