

**GRAND TRAVERSE COUNTY  
DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD**

1000 Pavilions Circle, Traverse City, MI 49684

**MINUTES OF THE NOVEMBER 8, 2023  
SPECIAL BOARD MEETING**

**PRESENT:** Cecil McNally, Mary Marois, Haider Kazim  
Diane Mallory, Darcey Gratton  
TJ Andrews

Board  
Staff  
Commission

**ABSENT:**

**GUESTS:**

The special board meeting of the Grand Traverse County Department of Health and Human Services Board was called to order at 8:05am by Board Chair Cecil McNally in the Board room at Grand Traverse Pavilions.

Roll Call - McNally - yes, LaPointe – yes, Marois – yes

**First Public Comment**

Linda Pepper

**Discussion on Administrator Search and Review of Resumes** – Marois stated the board received eleven resumes to review and noted applicant names are not to be shared publicly at this stage of the process.

The board reviewed each resume and scored them A, B or C with A being the first choice. Three out of the eleven resumes received C's from each board member and eliminated them from the interview process due to lack of experience in all of the areas needed as an Administrator.

The board reviewed salary wages for the Administrator position and requested Human Resources Director, Diane Mallory to join the meeting.

Mallory in 8:48am

Mallory reviewed comparable salaries throughout the state. The board discussed alternative benefits if the salary wasn't quite what a new Administrator needs.

The board discussed the pre-screening process and agreed for Marois to pre-screen eight individuals. The board reviewed specific topics that they agreed to have Marois review which each applicant and requested for the executive leaders to be asked what qualities they would like to see in a new Administrator. Marois will report back to the Board at the November 30 board meeting on who should move on to the final public interview.

**Benefit Re-Opener Agreement** – Mallory reviewed that last year health insurance premiums went up 30 percent for 2023 and the organization covered the additional expense for all staff. For 2024 the premiums decreased by 7 percent which will save the organization money from the additional costs they paid for employees in 2023. There will be no change in cost to the employees for 2024. Motion made by Marois to approve the Benefit Re-Opener Agreement as presented. Seconded by Kazim. Motion carried.

