

CITY OF MANISTEE HOUSING COMMISSION
Work Session
June 20, 2012

A Work Session of the City of Manistee Housing Commission was held on June 20, 2012 at 7:30 A.M. in the City of Manistee Housing Commission Conference Room. The purpose of the Work Session was to:

- Review Executive Director job description
- Begin development of an evaluation tool for the Executive Director
- Discuss employment agreement between CMHC and the Executive Director

President Dale Priester called the meeting to order at 7:30 A.M.

Members Present: President Dale Priester, Vice-President Doug Parkes, Treasurer Elbert Purdom, Commissioner Donna Korzeniewski and Commissioner Lawrence Bacon

Members Absent: None

Also Present: Clinton McKinven-Copus, Executive Director

Review of Executive Director job description

President Priester asked if there were any questions, comments or discussion concerning the Executive Director job description. Discussion centered on the creation of the job description and if it covers current responsibilities. Consensus was that no revisions needed to occur at this time.

Development of an Evaluation tool for the Executive Director

President Priester distributed a sample tool from the Big Rapids Housing Commission that was adapted to CMHC. The Commissioners discussed the presented tool, made suggestions for enhancements and requested that an updated draft be created and circulated to the Commissioners to review.

Discussion of the draft employment agreement between CMHC and the Executive Director

After much discussion, the Commissioners requested that the Executive Director obtain copies of the employment agreements for the City Manager and the County Administrator. Furthermore, the Commissioners requested that such an agreement be reviewed by the CMHC attorney, Mr. George Saylor. Clint will report information back to the Commissioners.

Meeting concluded at 9:00 A.M.



Dale Priester
President



Clinton McKinven-Copus
Secretary