

CORE Meeting Minutes May 17, 2007

Attending: Micheline Sommers, Jim Kennedy, Nancy Stocking, Robert Gaylor, Helen Lindsay, Linda Sheets, Carl Einkorn, Jane Hoyle, Deborah Ciavattone, Nancy Mooneyham, Lucy Strand, Ellen Kieta, Kelly Bennett, Brandy Hirschlieb, James Blundo, Terry Mike, Janet Trimbath Guest: Beverlee Rydel

Call to order: The meeting was called to order by Micheline Sommers at 8:20 AM

Announcements: Introductions of organizations whose reps were present. The RHPL is having a book sale this weekend. National Farm and Garden is having their garden tour this week as well. There will also be a “flea-tique” with a gardening theme. The Rochester Heritage Festival is coming up on May 26 and 27 at Heritage Park. It’s a wonderful family activity! This is the second year they are recognizing the elder abuse day and we should pay attention for that. The Senior Olympics is coming up and volunteers are needed; go to www.michiganseniorolympics.org to join the activities. The Olympics will occur August 6 thru 11, 2007. Concours d’Elegance is August 2nd thru the 5th and they need volunteers as well.

Committee Reports:

Membership: Sharon Collins: Micheline reported in Sharon’s absence. Some of her e-mails came back and she needs to have updates on our e-mails.

Events: Jim Kennedy: Jim read our mission statement and reminded us that the calendars are important for scheduling events. An example of two golf outings scheduled on the same day was brought up.

Jim also told us that just because something is on the Long-Range Planning Calendar does not mean it goes on the Monthly Calendar. We have to submit reports for both.

Publicity: Kelly Bennett: Kelly is meeting with the Rochester Post to try and get a feature article about CORE. She will be sure to promote our website.

Program: The presentation was made by Beverlee Rydel from TR Human Resource Services on “To Hire or not to Hire”.

The hiring function is not usually the favorite one of employers. There are 5 steps to the process that might make it easier.

- 1 Identify the Open Position**
- 2 Advertise and recruit**
- 3 Prepare for the interview**
- 4 Interview the applicants**

5 Hiring and orientation

These steps can be applied to for-profit and non-profits alike. Be sure to prepare for the interview in advance, even to creating a list of questions to ask the applicant.

85% of decisions are made in the first 10-20 seconds of the interview!

The interviewer should let the applicant talk. Do not "lead" the applicant with your questions. Take notes and paraphrase back to the applicant. Tell the applicant what to expect next.

There are legal issues to consider when interviewing. You can ask questions related to the job.

Core questions get applicants to identify specific behaviors and actions on the job. Get them to describe situations on the job to get an idea of how they would handle your job.

Host Presentation: Nancy Mooneyham gave an overview of Mercy Bellbrook, which has been in operation since 1988. They have over 300 residents in various locations from Independent Apartments to Skilled Nursing and Memory Units. There are also condominiums on the campus.

The meeting was adjourned at 9:35 AM

Our next meeting is June 21st at the Royal Park Hotel.

Janet M. Trimbath, Recording Secretary