



**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES
OCTOBER 25, 2012
CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE., JACKSON, MI**

President Darrell Durham called the meeting to order at 6:00 p.m.

ROLL CALL:

Board Members Present: James E. Best, Debra Carmody, Teresa T. Delph, Darrell J. Durham, Theodore R. Kolman, Lawrence S. Sanders, and George H. Sewell

Board Members Absent: None

Director: Ishwar Laxminarayan.

Administrators Present: Vicki Baldwin, Jim Delaney

Others Present: Jean Dailey, Administrative Secretary; Lorraine Butchart. Public attendance sign in sheet attached to official minutes.

Current Bills: Moved by Teresa Delph, supported by Jim Best, to approve the current bills for September 2012 as presented. There was a brief discussion regarding the approval process for the payment of bills. Vicki will contact the Auditor to request a written explanation of the process. Motion carried unanimously.

Financial Reports: Moved by Jim Best, supported by Ted Kolman, to approve the current financial reports for September 2012 as presented. Motion carried unanimously.

2012 Budget Adjustments: Moved by George Sewell, supported by Larry Sanders, to accept adjustments to the 2012 Budget as presented. Motion carried unanimously.

Closed Session: Ishwar Laxminarayan requested the board meet in closed session to review his evaluation. Moved by George Sewell, supported by Debra Carmody to adjourn into Closed Session for the purpose of discussing the Director's Personnel Evaluation. Motion carried unanimously. Meeting adjourned into closed session at 6:08 p.m.

Moved by George Sewell, supported by Teresa Delph, to return to Open Session at 6:35 p.m. Motion carried unanimously.

Director's Evaluation: Moved by Debra Carmody, supported by Larry Sanders, that Ishwar Laxminarayan, Director, receive a salary adjustment as recommended by the Personnel Committee retroactive to his anniversary date. Motion carried unanimously.

Public Comment: The meeting was opened for public comment. There were no comments at this time.

Moved by Larry Sanders, supported by Debra Carmody, that the meeting be adjourned at 6:40 p.m. Motion carried unanimously.

Respectfully submitted,

James E. Best
Secretary/Treasurer

(Jean Dailey, Recorder)