

**Minutes of a Special Meeting of the
Port Sheldon Township Board
September 21, 2020 – 12:00 P.M.**

1. Call to order

2. Roll Call

Present: Howard Baumann, Teresa De Graaf, Rachel Frantom, Bill Monhollon and Gerald Smith

Absent: None

Also present: Three applicants for Administrative Assistant position: Kristen Gural, Mindy Madrid and Jana Reenders.

3. The purpose of the meeting was to interview candidates for the Administrative Assistant position. All candidates were asked to respond to the same questions and given the opportunity to share their background and experience. The Board anticipates making an appointment at a board meeting later in the week.

4. Public Comment:

None

5. Adjourn

Motion by Monhollon to adjourn. Supported by Smith and carried.

The meeting adjourned at 12:47 p.m.

Teresa De Graaf, Clerk