

**Minutes of a Special Meeting of the
Port Sheldon Township Board
September 23, 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

3. The purpose of the meeting was to select a candidate to fill the Administrative Assistant position. The board considered Kristen Gural, Mindy Madrid and Jana Reenders as candidates. All candidate interviews and resumes were discussed at length. All candidates were considered capable and nearly equal in qualifications. **Motion** by Smith to hire Jana Reenders to the position of Administrative Assistant. Supported by Frantom and carried.

4. Public Comment:

None

5. Adjourn

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

The meeting adjourned at 12:55 p.m.

Teresa De Graaf, Clerk