



ADMINISTRATIVE COMMITTEE ON VETERANS AFFAIRS

CHAIRMAN
JOHN J. MULLEN
McVILLE, NORTH DAKOTA

SECRETARY
PAUL S. AABERG
WILLISTON, NORTH DAKOTA

**MINUTES OF THE JANUARY 12, 1994, MEETING OF THE
NORTH DAKOTA ADMINISTRATIVE COMMITTEE
ON VETERANS AFFAIRS**

**TELEPHONE CONFERENCE CALL
CONVENED AT 6:30 P.M.**

A tele-conference meeting of the full Administrative Committee was held at 6:30 P.M., Wednesday, January 12, 1994.

All members were present for the call with the exception of Victor Hass who was out of state and not available for the 6:30 meeting.

The purpose of the meeting was to vote on the selection of a new Commissioner to replace Milt Kane who is retiring January 31, 1994.

Committee Chairman John Mullen called the meeting to order. Secretary Paul Aaberg took roll call. John explained the procedure used to select the candidate. Sub committee chairman Al Huber then explained how the committee made its choice. Job Service North Dakota accumulated the applications that came in as a result of the job announcement. The deadline for applications was December 29, 1993, at 5:00 P.M.

Job Service was asked to screen out the best seven (7) candidates based on the committees established criteria. The screening committee met with Job Service on Friday, December 31, 1993, and reviewed the applications set out by Job Service. Those selected for interview were notified by Job Service to be present for interview starting at 9:00 A.M., Saturday, January 8, 1994. A total of eight people were interviewed Saturday, January 8 and Sunday, January 9, 1994.

The interview Committee consisted of all members of the Department of Veterans Affairs Sub Committee that wished to attend. Those present for interviewing candidates were: John Mullen, Full Committee Chairman; and Department of Veterans Affairs Sub Committee members: Al Huber, Sub Committee Chairman, Mike Vandrovec; and Paul Aaberg.

SUBCOMMITTEE FOR
VETERANS AFFAIRS
AL HUBER, CHR
MICHAEL VANDROVEC, VICE-CHR
PAUL S. AABERG
VICTOR HASS
E NOVAK
KENT ANDERSON
DONALD WEIBLE

MILTON W. KANE
COMMISSIONER
VETERANS AFFAIRS
EXECUTIVE SECRETARY

KEN ANDERSON
COMMANDANT
VETERANS' HOME
EXECUTIVE SECRETARY

SUBCOMMITTEE FOR
VETERANS' HOME
JAMES ZIEGLER, CHR
SUZANNE KIME, VICE-CHR
JAMES GROVEN
THOMAS RAINSBERRY
JOHN W. PENCE
MARVIN A. JENSEN
KEN EVENSON

M/G A. P. MACDONALD
ADJUTANT GENERAL

EX OFFICIO
DOUGLAS M. KENYON
VA CENTER DIRECTOR

GERALD BALZER
ND JOB SERVICE

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A prearranged interview process was used with all members of the interview committee keeping individual scores that were totalled after all candidates were interviewed. Ray Harkema was the top score person. After the applications and the interviews were screened and completed. The name of Ray Harkema was presented to the full committee.

Joe Novak motioned to name the top three score recipients and vote by elimination down to the third candidate and make that the selection of the full committee. Second by Groven. Much discussion followed. Question was called. This motion failed.

Jim Ziegler made a motion to approve the recommendation of the screening committee to appoint Ray Harkema with the following stipulations: Mr. Harkema's starting salary would be based at \$35,500 per year. After successful completion of a six (6) month probation period the salary would be increased to \$38,500 and after the following six (6) months the salary would be adjusted at the discretion of the committee. Mike Vandrovec seconded. Discussion followed. Question called. Motion passed.

A directive was given to Commissioner Kane to accumulate all the applications used and the tape of this meeting and seal and store at the Commissioners office for a period of one year.

A news release will be prepared for release at the earliest possible date.

Mention of the Administrative Meeting and the Coordinating Council meeting scheduled for Friday and Saturday, January 21 & 22, 1994, at the Bismarck Kelly Inn was made by Chairman Mullen. There being no further business, the tele-conference was closed at 7:20 P.M.

Submitted by
Paul S. Aaberg, Secretary

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January 18, 1994