

Administrator Search Committee Minutes  
Wednesday, October 28, 2020; 11:00 a.m.

<https://kentcountymi.zoom.us/j/96098114319?pwd=cDR6SctlWWNZakdIT1NnWU1vVjN3Zz09>

MEMBERS PRESENT: Committee Chair Mandy Bolter; Board Vice-Chair Stan Stek, County Commissioner Carol Hennessy, The Right Place, Inc. President & CEO Birgit Klohs; Rockford Construction Vice President Mike Verhulst; Grand Rapids Chamber Vice President, Business & Talent Development Dante Villarreal; and Kent County Parks Foundation Executive Director Sam Moore

MEMBERS ABSENT: None.

NEWS MEDIA: None.

Chair Bolter called the meeting to order at 11:05 a.m.

I. WELCOME

Chair Bolter welcomed those who had joined the meeting electronically.

II. REVIEW OF MISSION AND CHARGE

Ms. Amy Rollston, Human Resources Director, reviewed the committee's charge. The group reviewed the charge and suggested one minor change adding the word "equitable" regarding the deployment of the recruitment and recommendation process.

There was not a mission included during the Administrator/Controller search in 2017-18, so the group elected to forgo writing a mission for this search also.

III. REVIEW RFP FOR EXECUTIVE SEARCH

Committee members agreed to review the RFP document and submit recommendations for changes by Friday, October 30 at 5:00 p.m. The RFP could then be submitted to Purchasing the following Monday. The group determined that two weeks should be a sufficient amount of time have the RFP out.

Top recruitment firms that were identified during the last Administrator/Controller search were GovHR USA, Korn Ferry, Slavin, and Springstead Waters. It was suggested adding Heidrick & Struggles to receive the RFP. It was also determined that the scope of a strictly government search might be too narrow. It is important that they seek candidates with executive experience and not just government. There are local and minority-owned firms that can also be consulted. HR Collaborative, Management Business Solutions and Hiring Solutions were also recommended.

IV. REVIEW JOB DESCRIPTION

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When reviewing the job description, the group agreed that the word “leadership” needs to be incorporated more. It is important that whoever holds this position is a leader. The individual also needs to be outward-facing and comfortable with collaborating with other organizations, so that will need to be indicated in the job description. The required education and experience section will need to be reworked more too. A revised job description will be sent to the subcommittee for further review and comments.

V. TIMELINE / NEXT STEPS / MEETING SCHEDULE

Tentative upcoming dates are as follows:

- November 2, 2020 – Issue RFP
- November 16, 2020 – RFP due date
- November 19, 2020; 12:30-2:30 p.m. – Review vendors and determine three finalists
- December 3, 2020; 12:00-2:00 p.m. – Select search firm
- December 17, 2020; 1:30 p.m. – Meet with vendor regarding stakeholder communication
- January 25, 2021; 1:00 p.m. – Follow up with vendor about their findings; summarize the input and major themes that need to be incorporated in the job posting
- February 2021 – Job is posted
- Early April 2021 – Review list of initial candidates
- July 21, 2021 – End of Mr. Britt’s contract

VI. PUBLIC COMMENT

None.

VII. MISCELLANEOUS

None.

VIII. ADJOURN

Chair Bolter adjourned the meeting at 12:08 p.m.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION Pam VanKemen