

Administrator Search Committee Minutes
Thursday, November 19, 2020; 12:30 p.m.

<https://kentcountymi.zoom.us/j/96826992493?pwd=NzRDZXdXaytCVE13dkhCOEE4Tk43Zz09>

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.

Chair Bolter called the meeting to order at 12:30 p.m.

I. WELCOME

Chair Bolter welcomed those who had joined the meeting.

II. APPROVAL OF MINUTES FROM OCTOBER 28, 2020

Mr. Verhulst moved to approve the minutes from October 28, 2020 as presented. Supported by Mr. Moore. Motion carried.

III. REVIEW RFP'S FOR EXECUTIVE SEARCH FIRMS

There were some firms, such as Heidrick & Struggles, KornFerry and Springsted Waters, that the committee would like to hear from, but they did not submit RFPs. For that reason, the RFP will be amended and reposted. All 16 of the firms that already submitted RFPs will be notified so they can submit again.

IV. REVIEW LIST OF STAKEHOLDERS

The committee reviewed the list of stakeholders and suggestions were made to add the following individuals/groups:

- Religious leaders
- Educators/GRPS superintendent
- Entities the County works with regarding millages (i.e. veterans millage, senior millage, First Steps Kent, etc.)
- State representatives/Senators (Peter Meijer)
- Hispanic Center (Evelyn Esparsa)
- Downtown Market (CEO - Mimi Fritz)
- Police Chief (GRPD - Eric Payne)
- Gun Lake Tribe (Diedre Mitchell)

V. REVIEW ADMINISTRATOR/CONTROLLER JOB DESCRIPTION

The job description can be refined more after the search firm is selected. Some specific additions and changes that were suggested are as follows:

- Include size and scope of Kent County: 4th largest Michigan County; population and demographic information; budget; number of employees
- Indicate in job summary that this is a CEO-level position
- Listed requirements can be grouped or combined to not be too wordy or repetitive

VI. REVIEW TIMELINE / NEXT STEPS

Ms. Rollston explained that she will talk to the Purchasing Manager about sending communication to the original group that submitted RFP's. This group, along with the firms that have not submitted yet, will have until November 27 to respond. During the Thursday, December 3 meeting, the committee can narrow it down to the top three firms. The finalists will then be interviewed on December 17.

VII. PUBLIC COMMENT

None.

VIII. MISCELLANEOUS

Ms. Rollston reminded committee members that what is written on the vendor evaluation sheets, if used in the process of narrowing or selecting the vendor, is subject to the Freedom of Information Act.

IX. ADJOURN

Chair Bolter adjourned the meeting at 1:18 p.m.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION Pam Van Kester