

Administrator Search Committee Minutes

Friday, January 8, 2021; 2:00 p.m.

<https://kentcountymi.zoom.us/j/92925476887?pwd=N2h6UGZJSjZlZUx6ZS9FNm9VWUJXQT09>

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 2:00 p.m.

I. WELCOME

Chair Bolter welcomed those who had joined the meeting.

II. PUBLIC COMMENT

None.

III. APPROVAL OF MINUTES FROM DECEMBER 10, 2020 AND DECEMBER 17, 2020

Mr. Verhulst moved to approve the minutes from December 10 and December 17, 2020 as presented. Supported by Commissioner Stek. Motion carried.

IV. KORNFERRY – INTRODUCTIONS

Mr. Charlie Ingersoll is the senior class partner at KornKerry and he co-leads their nonprofit and public sector practice. He has been at KornFerry for over 20 years. Mr. Trenholm Boggs has worked with KornFerry since 2016. He has a background in government, real estate, and politics. Mr. Michael Moore has been a recruiter for the last 30 years.

V. RECRUITMENT PROCESS AND TIMELINE

Mr. Ingersoll summarized the necessary steps that will need to be taken through this process. After today's kickoff meeting, the KF4D assessment tool will create a unique client profile for the County Administrator position. The subcommittee members, county commissioners, and senior staff will have a chance to contribute their thoughts about key competencies for the position. On an update call, KornFerry's staff psychologist will debrief the subcommittee on the profile. Later in the process, the candidate will go through an hour-long online assessment that will benchmark them against the profile created by the subcommittee.

There will be one-on-one meetings with subcommittee members in order to discuss what they are looking for, challenges, opportunities, and ideas about the position. Those conversations will happen in the next couple weeks. When it comes to stakeholders, the list could be condensed from the

current 300 to a more manageable 20-25 people. Then there could be a couple group Zoom calls between the stakeholders and KornFerry. After some discussion, there was agreement to send out a survey to everyone and then have two town hall meetings that anyone can join and bring their ideas.

KornFerry will spend about a month finding stakeholders, then about two months in the marketplace looking for candidates. Once they have been in the market for around eight weeks, KornFerry will provide status updates on the progress of the recruitment process. The goal is to get into the marketplace in February, and sometime in late March or early April, KornFerry will report back to the Subcommittee.

After KornFerry has narrowed down the applicant pool to five or six applicants to interview, the top three or four will be recommended to the commissioners. The second interviews will be public, and whether or not they take place in person will depend on the pandemic and vaccination distribution efforts in the state. After a selection has been made, KornFerry will do their due diligence with full referencing and a media scrub. They will also work with Human Resources and help with onboarding. The goal would be to have the commissioners make their decision sometime in May. The job offer would be made in June, and then the new person would begin onboarding sometime in July.

Chair Bolter would like a list of names of all those who applied at some point.

The group discussed the salary recommendations, noting that the recommended amount seems to be on the low end compared to other institutions in Michigan and what the CEOs make. The market approximation is around \$180,000-\$190,000.

VI. STAKEHOLDER COMMUNICATION PLAN

The subcommittee members are to come back with a list of names for KornFerry to call directly. Mr. Ingersoll advised that communication be sent out from the Board Chair first to announce that Kent County has retained KornFerry. Over the next week or so, these individuals will hear from KornFerry via a call and/or the electronic KF4D survey.

VII. DISCUSSION OF POSITION

The group indicated several key skill sets they are looking for in this position. The individual must have great management skills, diplomatic schools, and be a good communicator. They must have a dynamic personality in terms of enjoying the community engagement that goes along with the job. This is the key leadership role in the entire community, so someone that is comfortable being out front, speaking for the community is desired. The person must be a collaborative leader with a visionary mindset. It is also important that this person knows (or gets to know) Kent County and understands the challenges and inequalities that exist.

VIII. MISCELLANEOUS

None.

IX. ADJOURN

Chair Bolter adjourned the meeting at 3:20 p.m.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION Pam VanKemen