

Administrator Search Committee Minutes

Thursday, December 10, 2020; 2:00 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 2:00 p.m.

I. APPROVAL OF MINUTES FROM NOVEMBER 19, 2020

Ms. Hennessy moved to approve the minutes from November 19, 2020 as presented. Supported by Mr. Verhulst. Motion carried.

II. REVIEW RFP'S FOR EXECUTIVE SEARCH FIRMS

Chair Bolter summarized that the group had received several proposals, then they enhanced the posting, re-posted it for two weeks, and received additional proposals.

Ms. Amy Rollston described the evaluation criteria, recruitment process, and other important items. The four firms that were recommended, in no particular order, were Baker Tilly, Amy Cell, GovHR USA, and KornFerry.

After some discussion, the committee members decided to move forward with interviews with Baker Tilly, GovHR USA, and KornFerry. Next week, they will interview the three firms. The candidates will be able to deliver a five-minute presentation then will have 15 minutes to answer questions. It was decided that the interview questions would be sent to each of the three firms in advance of the meeting in order to allow more time for free-flowing conversations.

III. REVIEW SELECTION CRITERIA

Ms. Rollston explained that though the decision for which firm to select might be made relatively informally, there are prepared criteria that could be used when narrowing down the three firms to one after the interviews. She welcomed any suggestions for changes to the selection criteria, but none were suggested at this time.

IV. FINALIZE STAKEHOLDER LIST

Ms. Pam VanKeuren explained that she had incorporated the suggestions to the stakeholder that were discussed at the last meeting. They are still open to suggestions regarding specific religious groups and other groups that have been identified.

V. PUBLIC COMMENT

None.

VI. MISCELLANEOUS

Mr. Verhulst thanked Ms. Rollston, Ms. VanKeuren, and staff for their assistance with this project.

VII. ADJOURN

Chair Bolter adjourned the meeting at 3:05 p.m.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION Pam VanKeuren