

MINUTES

KALAMAZOO COUNTY BOARD OF COMMISSIONERS SPECIAL COMMITTEE OF THE WHOLE

April 14, 2015

PLACE: Room 207A, County Administration Building

TIME: 4:00 p.m. – 6:19 p.m.

MEMBERS PRESENT: Commissioners John Gisler, Jeff Heppler, Scott McGraw, Stephanie Moore, Larry Provancher, Julie Rogers, Michael Seals, Dale Shugars, John Taylor, Roger Tuinier and Kevin Wordelman

MEMBERS ABSENT: None.

OTHERS PRESENT: Thom Canny, Tracie Moored, Dina Sutton, Kristine Cunningham, Pat Crowley, Lotta Jarnefelt, Tim Snow

Chairman Taylor convened the Committee of the Whole at 4:00 p.m.

1. Review and Finalize Organizational Chart

Commissioner Wordelman stated his concern was when the new Administrator was hired he wanted him/her and Administration to review the organizational chart and bring a recommendation to the Board.

Mr. Nollenberger stated he didn't feel the organizational chart needed to be changed at this time to hire an Administrator.

Commissioner Shugars stated he agreed with Commissioner Wordelman's recommendation and suggested including the Elected Officials.

2. Review and Finalize Administrator's Position Description

Chairman Taylor indicated at the Board Retreat there was a discussion concerning the Administrator position and Controller position. He indicated he would like to hear from the Board concerning this matter

Commissioner McGraw stated he liked the organization of having an Administrator who would lead from the top down.

Commissioner Provancher concurred with Commissioner McGraw.

Commissioner Tuinier stated he too agreed with Commissioners McGraw and Provancher.

Commissioner Seals stated he didn't feel a Controller position was necessary.

Commissioner Rogers stated there were both pros and cons to both.

Mr. Thom Canny, Corporate Counsel stated it was not necessary or a legal requirement to have a Controller. He stated historically the County had both positions, however in mid 90's the current Finance Director was promoted to the County Administrator and it was at that time the Controller was one with the County Administrator position.

Commissioner Rogers stated she was very impressed with Ms. Moored, Finance Director and felt she had been doing the job of the Controller for the last year or so. She stated the power structure was important to her.

Commissioner McGraw wanted to know the procedure should there be disagreements between the Controller and Administrator. Mr. Canny stated if the Controller position was to be created it would be for statutory duties. The two would not supervise one another.

Commissioner Moore wanted to know who the Controller position would report to and Mr. Canny indicated the position would report to the Board of Commissioners. Commissioner Moore wanted to know if the pay structure we would be affected by removing the Controller piece of the job description and Mr. Canny indicated the Controller piece

Ms. Tracie Moored, Finance Director stated she, as Finance Director, did the job of the Controller position. She stated her duties remained the same either way.

Chairman Taylor stated he wasn't worried about setting a precedent; he was more concerned about the people doing the job. He stated the Board needed to look for an Administrator.

Commissioner Gisler stated he concurred with the Chairman.

Commissioner Moore stated the Board did need a conversation concerning the Controller and Administrator positions/duties, responsibilities and clean up the organizational chart.

Commissioner Shugars stated the Board should hire one person and the Administrator should hire the remaining employees.

Discussion ensued on the Position Description.

3. Identify Applicant Characteristics and Qualifications

Mr. Nollenberger stated he would like the Board to provide him with candidate experience and background information they felt was important.

Commissioner Shugars asked the Board if they felt the County was in a crisis situation. He stated he felt the County needed someone who was steady, who understood Township government, and felt the County needed to hire someone who was familiar with the State of Michigan and Kalamazoo County.

Commissioner Provancher wanted clarification from Commissioner Shugars that he wanted someone status quo. He stated he wanted someone with a vision.

Commissioner McGraw stated he agreed with Commissioner Shugars.

Commissioner Moore stated she felt the candidate should be someone who was familiar with the urban core community, finances; should also have the ability to build relationships with other local units of governments; be able to fund and sustain services. She also felt the candidate should be multicultural competent and familiar with diverse issues.

Commissioner Gisler concurred with Commissioner Moore's comments.

Commissioner Shugars stated there were a lot of properties not on the tax roll and felt it was important to get growth out of properties.

Commissioner Wordelman stated Kalamazoo County was a very diverse community on many spectrums, i.e., rural vs. urban, race, education, wealth. He stated he would like to find someone who was familiar with these types of dynamics. He stated the County's role was facilitation to work with local units to find solutions.

Commissioner Rogers stated she felt the candidate needed to be a good negotiator, strong listener, consensus builder, and have a positive presence for the Community.

Vice Chairman Heppler stated he felt the County needed a team leader who would build relations with the local units of government, i.e., Cities, Villages, and Townships.

Commissioner Moore stated the County needed someone who would be respectful to staff and provide a healthy working environment. The candidate should be inclusive, innovative, a visionary and to be proactive and engaged in the community.

Commissioner Tuinier wanted to know how many of the qualifications on page 3 the Board felt was necessary; Mr. Nollenberger stated that was from the Position Description.

Chairman Taylor stated he wanted the new Administrator to have visionary capabilities, to look towards the future and be able to plot a course/plan.

Discussion ensued on residency.

Commissioner Moore also stated the candidate should have high integrity, pays close attention to soft skills, be humorous, have critical thinking skills, be decisive, and a good communicator.

Commissioner Seals stated this person needed good skills working with local units on projects already started, communicate with existing leaders.

4. Advertisement Placement

Mr. Nollenberger reviewed the advertisement possibilities as included in the packet.

Commissioner Moore inquired about advertising with Women In Government, National NAAC, and National Urban League.

Commissioner Provancher inquired about Hispanic network.

Commissioner McGraw stated the County could post it on its website as well.

Commissioner Rogers wanted to know if LinkedIn was a good resource and Mr. Nollenberger indicated it was utilized frequently.

Commissioner Rogers stated a decision needed to be made today concerning where to advertise so the process would move forward.

Commissioner Wordelman concurred with Commissioner Rogers.

Commissioner Moore stated she was comfortable with the list provided by Mr. Nollenberger; if the Board wanted to allocate additional funds to advertise with the others recommended she was fine with that as well.

Discussion ensued.

Chairman Taylor suggested raising the advertising cap by \$250 and add those three additional companies to the advertisement pool; particularly, Women In Government.

Discussion ensued.

Chairman Taylor stated the Board should advertise with those three additional firms and authorize the payment.

Mr. Canny stated Mr. Nollenberger could get prices and get them to the Board next week and the Board could make the decision then. The Board agreed with this recommendation.

5. Identify Process Options

Mr. Nollenberger reviewed the interview process options as included in the packet.

Chairman Taylor asked the Board to review the options and let Board leadership know if they were agreeable with the recommendations.

Mr. Nollenberger wanted to know if the Board wanted him to meet with Department Heads and get their input.

Commissioner McGraw stated he would support anything that would assist Mr. Nollenberger with recruiting the best candidate.

Commissioner Provancher stated he felt it was a critical piece to have Mr. Nollenberger speak with staff.

Ms. Moored indicated County Administration could assist Mr. Nollenberger with the interviews with department heads, elected officials and staff.

Commissioner Moore stated community involvement was critical.

6. Finalize Calendar

Mr. Nollenberger distributed and reviewed a search calendar schedule.

Commissioner Rogers stated she was not interested in interviewing around the Independence Day schedule. She stated she would like to have the deadline to apply earlier than May 29.

Commissioner McGraw stated he concurred with Commissioner Rogers that the timeline needed to be moved up.

Commissioner Wordelman stated summer weekends were valuable and would prefer to interview during the week.

Commissioner Moore stated she wouldn't mind interviewing on a Monday or Tuesday.

Commissioner Shugars inquired if the County could get hotel discounts for Mr. Nollenberger and the candidates.

Discussion ensued.

7. Recruitment Brochure Discussion

Mr. Nollenberger stated he felt the \$111,000 starting pay was too low. He suggested starting at \$139,550.

Mr. Canny indicated this position would be outside the County's normal step process. He stated Administration felt the starting pay of \$128,356 was a good recommendation.

Commissioner Rogers stated she was supportive of that recommendation.

Discussion ensued.

The Board agreed to advertise the position starting pay between \$130,000 and \$150,000.

There being no further business to come before the Board, Chairman Taylor adjourned the meeting at 6:19 p.m.

John Taylor, Chairman
Kalamazoo County Board of Commissioners