



**Special  
Committee of the  
Whole Meeting**

**June 15, 2015**

**NOTICE AND AGENDA  
FOR  
KALAMAZOO COUNTY BOARD OF COMMISSIONERS'  
COMMITTEE OF THE WHOLE MEETING  
JUNE 15, 2015**

**PLEASE BE ADVISED** that the Kalamazoo County Board of Commissioners has scheduled a Special Committee of the Whole meeting on Monday, June 15, 2015, at 4:00 p.m. for the purpose of:

1. Call to Order
2. Roll Call
3. Citizen's Time
4. Review of Candidates in Executive Session
5. Candidate Travel Policy/Budget
6. Interview Process/Schedule
7. Interview Questions
8. Adjournment

The meeting will be held at 201 W. Kalamazoo Avenue, Room 207A, Kalamazoo, Michigan. Questions regarding these meetings may be addressed to the Kalamazoo County Board of Commissioners, 201 West Kalamazoo Avenue, Kalamazoo, MI 49007, Telephone: (269) 384-8111.

*Dina Sutton*

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Dina Sutton  
Office Manager for Administrative Services

June 10, 2015

MEETINGS OF THE KALAMAZOO COUNTY BOARD OF COMMISSIONERS ARE OPEN TO ALL WITHOUT REGARD TO RACE, SEX, COLOR, AGE, NATIONAL ORIGIN, RELIGION, HEIGHT, WEIGHT, MARITAL STATUS, POLITICAL AFFILIATION, SEXUAL ORIENTATION, GENDER IDENTITY OR DISABILITY. KALAMAZOO COUNTY WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING/HEARING, TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON FOUR (4) BUSINESS DAYS' NOTICE TO THE COUNTY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY BY WRITING OR CALLING:

Dina Sutton  
Office Manager for Administrative Services  
KALAMAZOO COUNTY GOVERNMENT  
201 West Kalamazoo Avenue  
Kalamazoo, Michigan 49007  
TELEPHONE: (269)384-8111



## OFFICE OF ADMINISTRATIVE SERVICES

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**Tracie L. Moored, Director**

201 WEST KALAMAZOO AVENUE

KALAMAZOO, MI 49007

PHONE: (269) 384-8088

FAX: (269) 383-6448

### Candidates Travel Considerations

Candidates outside of a one hour radius will be reimbursed according to the following considerations:

- Hotel based on interview / schedule and time (to be determined)
- Mileage - when personal vehicle is utilized (IRS standard rate)
- Per Diem for Meals and incidentals ~ max \$60 daily.
- Parking fees

Candidates requiring Air/ Train accommodations will be reimbursed according to the following considerations:

- Air / Train fare (economy coach)
- Airport/Hotel Transportation
- Per Diem for Meals and incidentals ~max \$60.
- Parking fees

Items for additional discussion at the June 15 meeting:

- Conduct first interviews on Saturday (as scheduled) for the 5 selected candidates ~ decide on top two candidates for 2<sup>nd</sup> interviews approximately two weeks later.
- Schedule 2<sup>nd</sup> interviews and tours for a later date for the top two candidates only~ with spouse option.

This consideration eliminates the need to accommodate/reimburse all five candidates for up to three/four days/nights.

- ⚡ Criteria for second round travel will be expanded.



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## Interview Process Options

- 1.) **Tours of Community and County Facilities**
  - Tours conducted by department heads and/or others
- 2.) **County Interviews Option**
  - Selection of location for interviews
  - One-half hour preparation – selection of questions and process
  - Questions – suggest 1 to 2 per Board member – 15-18 total - Chair to ask first and last
  - One-hour interviews
- 3.) **Citizen Panel Interviews Option**
  - One citizen appointed by each Board Member
  - Panel appointed by Board as a whole
  - One-hour interviews
  - Feedback to Board by panel
- 4.) **Department Head/Candidate Meeting Option**
  - Group meeting with each candidate
  - Feedback potential to Board by representative(s)
- 5.) **Informal Interaction Option**
  - Reception/dinner with all candidates
  - Individual meal with each candidate
- 6.) **Second Interview Option**
  - Follow up interview with 2 or 3 candidates
  - Late same day option or Invite back at future date option
- 7.) **Community Engagement Option**
  - Reception option
  - Survey Monkey responses
- 8.) **News Media Option**
  - News Conference
  - Informal meetings with press
- 9.) **Instruments**
  - Hypothetical Questions – One hour of analyzing and responding to hypotheticals
  - Thomas-Kilman Conflict Mode and Kolb Learning Styles Inventory
  - Myers Briggs Test Instrument
  - Caliper Hiring Assessment
- 10.) **Spouse Travel Expense Option**
  - First interview option
  - Tours for spouses
  - Follow up interview option



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**Kalamazoo County, Michigan  
County Administrator  
Search Schedule  
(subject to change)**

<b>Profile Interviews in Kalamazoo</b>	<b>April 14 &amp; 17</b>
<b>Advertisement Draft &amp; Approval</b>	<b>April 15</b>
<b>Advertisements in Publications</b>	<b>April 17 – May 24</b>
<b>Profile Approval</b>	<b>April 20</b>
<b>Letters/Contacts with Potential Candidates</b>	<b>April 22 – May 20</b>
<b>Resumes Received</b>	<b>April 17 – May 25</b>
<b>Consultant Interviews of Candidates &amp; References</b>	<b>April 27– June 3</b>
<b>Selection of 10-12 Candidates for Presentation</b>	<b>June 5</b>
<b>Summaries of Candidates to County Commissioners</b>	<b>June 11</b>
<b>Presentation of 10-12 Candidates to Commission</b>	<b>June 15</b>
<b>Tours &amp; Events for 5 Finalists</b>	<b>June 26</b>
<b>Interviews of 5 Finalists</b>	<b>June 27</b>
<b>Second Interviews if Needed</b>	<b>Same Day as 1<sup>st</sup> Interview</b>
<b>Selection of County Administrator</b>	<b>or later</b>