

Present: President George; President Pro-Tem Hrydziuszko; Members: Abboud, Kecskemeti, Mooney, and Peddie

Absent: O’Gorman

Also Present: Village Clerk / Assistant Manager, Rutkowski

President George called the special Village Council meeting to order at 7:30 p.m. in the Village Council Chambers located at 18500 W. Thirteen Mile Road, Beverly Hills, MI 48025. The Pledge of Allegiance was recited by those in attendance.

AMENDMENTS TO AGENDA/APPROVE AGENDA

Motion by Mooney, second by Abboud, to approve the agenda as published.

Motion passed.

PUBLIC COMMENTS

None.

BUSINESS AGENDA

EXECUTIVE SEARCH WORK SESSION WITH MICHIGAN MUNICIPAL LEAGUE

a. Introductions

Joyce Parker, Executive Recruiter from the Michigan Municipal League (MML) introduced herself to the Council. Parker has over 15 years of experience with the MML. She also served in the Manager role in municipalities in Michigan and Illinois.

b. Process Review

Parker provided an overview of the Village Manager search process and timeline. The process includes developing a profile, advertising the position, reviewing resumes, selecting finalists, performing references checks and interviews, appointing a manager, and starting work. Based on a November 5th start date, the process is expected to be completed by the end of February 2022.

George asked about the upcoming holidays in relation to the timeline. Parker stated that she did take the holidays into account and adjusted the timeline accordingly.

c. Candidate Profile

Parker and the Council discussed developing a profile for the position which included information about the Beverly Hills community and qualifications, experience, and professional characteristics required for the Village Manager position. Some examples included experience in human resources, intergovernmental relations, economic development, union negotiations, arbitration, Public Safety Department, and overseeing privatized services. The Council discussed education requirements to include a Master’s Degree in Public Administration or a related field. The Council is open to interviewing candidates who have experience in Village, Township, City, County, or State government. They are looking for someone who is a problem solver, is well versed in community engagement, and is a data-driven decision maker.

Council members were given a Community Profile worksheet to be completed and returned to the Personnel Committee as soon as possible.

d. Advertising Strategy & Language

Parker recommended the employment advertisement be placed with MML, ICMA, and other organizations that provide support in the professional position. Marketing and recruitment will include direct email, social media, and email alerts to appropriate individuals and organizations advising them of the opening. All applications will be sent to the MML for the purpose of confidentiality.

e. Resume Prioritization/Short List

Parker went over the resume review process. In order to identify candidates who mostly meet the criteria, MML will review resumes and they will be evaluated based on the criteria established in the candidate profile. Some candidates will be eliminated from further consideration. At the end of the review, Parker will prepare a written report regarding each candidate and recommend a list of candidates to the Council for further consideration.

f. Interview & Selection Process

The aforementioned list of eligible candidates will be narrowed down to four to six candidates who will be afforded the opportunity to for a formal interview. It was recommended to interview no more than six candidates. Prior to the interviews, Parker and the Council will meet to discuss the interview questions and confidential information. The Executive Recruiter will provide resumes and a report related to reference checks for each candidate that will be interviewed.

g. Reference Check & Background Investigation

After the finalists are selected, reference checks will be conducted. A background check will be provided as part of the services provided by MML for the finalist extended a conditional offer. The Executive Recruiter may request transcripts from finalists to verify degrees.

The Council thanked Parker for attending the meeting and for her work on the executive search.

PUBLIC COMMENTS

None.

COUNCIL COMMENTS

Abboud stated that it is important to find a good leader for now and into the future.

Mooney stated the Council should be open minded to anyone who applies to the position and anticipate that they will only be in the role for an average of 3 to 5 years. He said Council may need to step up in the meantime and be more proactive.

Hrydziuszko said she is thankful for working with this group during the executive search process.

George thanked Council for their input. He said he was thankful that the millage renewal passed last year. Ultimately, he wants what is best for the Village.

ADJOURNMENT

Motion by Mooney, second by Hrydziuszko, to adjourn the meeting at 9:08 p.m.

Motion passed.

John George
Council President

Kristin Rutkowski
Village Clerk