

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

Absent: None

Also Present: Interim Village Manager/Village Clerk/Assistant Manager, Rutkowski

President George called the special Village Council meeting to order at 5:03 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 Hrydziuszko, to approve the agenda as published.

Motion passed.

**PUBLIC COMMENTS**

None.

**BUSINESS AGENDA**

**VILLAGE MANAGER CANDIDATE REVIEW WITH MML EXECUTIVE RECRUITER JOYCE PARKER**

MML Executive Recruiter Joyce Parker attended the meeting via Zoom. She went over the following topics regarding the Village Manager candidate search:

- a. Review of Qualification Summary
- b. Review of Potential Semi-Finalists
- c. Review of dates, times, and process for interviews
- d. Review of sample questions for interviews
- e. Review of travel expenses related to candidate interviews
- f. Questions and comments

Parker stated she received 29 applications and conducted phone interviews with those who qualified for the position based on Council’s criteria. She said there was a strong pool of candidates. The candidate profiles were provided to Council and candidates were listed by number, not name, for confidentiality purposes. She stated that she asked each candidate the same questions for consistency. Parker recommended that Council select 5 candidates to interview and 2 alternates at this meeting.

Abboud asked about reference and background checks. Parker stated she did a preliminary social and media check during the first round of interviews and will do more extensive checks once the semi-finalists are selected.

Council reviewed potential semi-finalists and Parker provided clarification on some of the summaries. The Council agreed on the top 5 and 2 alternates to interview.

Parker suggested scheduling interviews at least two weeks out from this meeting and to schedule them all on the same day. Due to conflicting schedules and scheduled vacations, the soonest all of Council was able to meet for the interviews is March 12, 2022. Parker suggested beginning the

interviews at 10:00 a.m. on the 12<sup>th</sup> and said they would last about 40 minutes each, with a ten minute break in between. Parker will send resumes and any additional materials to the Council about a week prior to the scheduled interviews.

Parker stated that she will prepare guidelines and sample interview questions for the Council's review.

Hrydziusko left the meeting at 6:08 p.m.

Parker stated it is reasonable to reimburse candidates for mileage if they request it.

Motion by Mooney, second by Abboud, the Beverly Hills Village Council authorizes reasonable travel reimbursements for the Village Manager semi-finalists to be determined by the Executive Recruiter and requests the Village Attorney draft a primer of interview questions that should not be asked by the Council.

Motion passed.

O’Gorman left the meeting at 6:10 p.m.

Kecskemeti asked that when Parker is reaching out to the candidates to schedule interviews, to please emphasize that the timing is due to school holidays and scheduled travel arrangements and that hiring a new Manager is a priority of the Council.

#### **PUBLIC COMMENTS**

None.

#### **ADJOURNMENT**

Motion by Mooney, second by Peddie, to adjourn the meeting at 6:13 p.m.

Motion passed.

**John George**  
**Council President**

**Kristin Rutkowski**  
**Village Clerk**