

Present: President Woodrow; President Pro-Tem Koss; Members: Berndt, Oen, Peddie and Pfeifer

Absent: Stearn

Also Present: Manager, Spallasso  
Director of Public Safety, Woodard  
Finance Director, Wiszowaty

President Woodrow called the special Council meeting to order at 9:00 a.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road. This Council work session was scheduled to discuss the executive search for Village manager with William Baldrige from the Michigan Municipal League.

Bill Baldrige, search facilitator, was present to discuss hiring philosophy, project scope and timeline, communication channels and reporting methods. The process involves three meetings with Council. The purpose of today's meeting is to talk about the process and develop a profile for the position.

The second meeting will be held after the deadline for receiving applications. Baldrige will submit a short list of candidates that come closest to meeting the profile that Council developed for the position. Council members will be asked if they have a name they would like to add to the short list. The short list of candidates will be reviewed at the meeting and decisions will be made as to who should be interviewed. Baldrige stated that Council members will be able to review the applications as they come in with the exception of those applicants who request confidentiality.

A third meeting will be held to interview candidates. Baldrige will give Council a list of suggested questions to ask during the interview process. Council may modify the questions as long as they meet legal requirements. Baldrige offered guidance and advice concerning the interview process. At the conclusion of the interviews, he will facilitate Council discussion and evaluation of each candidate. Baldrige touched on the topic of contract negotiations with the candidate, noting that he would be available to assist in that area.

Because of changes in the law, all applications will be sent directly to the League in order to better protect those people who request confidentiality. At Council's request, the League will forward all applications to the Village where confidentiality is not requested.

Woodrow understood that the Personnel Committee of Council would review the resumes and develop a short list prior to consideration by Council as a whole. He asked if this was standard procedure.

Baldrige responded that the usual process is that applications are on file for review by any elected official. He would have no difficulty with the Personnel Committee making a recommendation to Council.

Further questions from Council were addressed by Baldrige regarding the anticipated number of candidates, the recruitment process, sorting procedures, consideration of confidential candidates, and length of the process.

It was the sense of Council to request copies of all but confidential applications to be on file at the Village office. The Personnel Committee will review the applications and make its short list. Those candidates will be discussed during the Council meeting when Baldrige presents his short list. Council will then select the candidates to be interviewed. For confidentiality purposes, candidates will be referred to by number. Baldrige discussed procedures he will use for contacting the candidates to be interviewed.

The timeline of the executive search process is driven by publication of the advertisement in the ICMA Newsletter. It is proposed to publish the advertisement on March 20. The ad will also be posted on the League website. People are given 30 days to respond; the deadline for receiving applications will be April 21. Within a week after that deadline, Baldrige will be prepared to deliver his short list to Council.

Council set a tentative date of Monday, May 5 at 7:30 p.m. to meet with Baldrige and review the short list of applications. A meeting of Council and Baldrige to interview candidates was scheduled for 8:30 a.m. on Saturday, May 17, 2008. All meetings are public. Because Council must abide by the law relative to questions asked, Baldrige recommended against allowing members of the public to ask questions of the candidates. He thought it was important to involve department heads by inviting them to be present on the day of the interviews.

Baldrige discussed the advertisement with Council. He indicated that MML services do not include a background check in terms of police or credit record. He will forward a list of firms that do this to Spallasso. Baldrige has drafted a release form that the candidates will be asked to sign on the day of the interviews.

Council went through the Village Manager profile sheets prepared by Baldrige and voted on whether each element was required, desirable, or a minor factor. Several other desirable criteria were added by Council members.

Motion by Pfeifer, second by Berndt, that the meeting be adjourned at 10:23 a.m.

Motion passed (6 – 0).

**Hugh Woodrow**  
**Council President**

**Ellen E. Marshall**  
**Village Clerk**

**Susan Bernard**  
**Recording Secretary**