

A special meeting of the Board of Calhoun County Road Commissioners was held on Wednesday, January 9, 2008 at 10:00 a.m. in their office located at 13300 Fifteen Mile Road, Marshall, Michigan.

Present: Commissioner Scott A. Brown, Chairman
Commissioner Hugh T. Coward, Vice-Chairman
Commissioner Chester E. Travis, Member
Commissioner Charles E. Monaweck, Member
Commissioner Eric J. Tobin, Member
Kevin Henning, Interim Managing Director/Finance Director
Pixie Coats, Board Clerk and Human Resource Director
Mary Jo Crumpton, Secretarial Clerk

Also Present: Greg Purcell, Calhoun County Administrator
Robert Volkmer, Calhoun County Road Commission
General Public

Chairman Scott Brown called the special meeting of the Board of Calhoun County Road Commissioners to order at 10:00 a.m. and led the Board in the Pledge of Allegiance.

DISCUSSION ON MANAGING DIRECTOR OR ENGINEERING POSITIONS

Chairman Brown stated that the purpose of this meeting is not to make any binding decisions or concrete resolutions or motions, but to get Board consensus on what direction we want to move toward as we start the search for a Managing Director. The Board needs to determine and agree on what we are looking for – another dual role of Managing Director/Engineer or a Managing Director.

Commissioner Monaweck stated that now is a golden opportunity to revitalize the road commission, especially with the recent criticism on misappropriation of funds by past and some present Board members. He also believes that we should start negotiations with the County to send the Public Works Department and Parks Department back to the County so that this Board can concentrate on roads. Years ago, both departments were sent to CCRC to consolidate services and provide better coordination. At that time, the Board of Public Works (BPW) and Parks Trustees Board (PTB) were established. Chairman Brown reminded everyone that we have a recent legal opinion stating that BPW and PTB cannot go back to the County. Commissioner Travis added that the reason CCRC took over the Public Works Department many years ago was because the County laid off all of the employees in that department. Chairman Brown clarified that the CCRC Managing Director position would be the administrator for the Road Commission, Public Works and Parks.

Discussion took place on the Managing Director position as a dual role with an engineering degree/certification or no engineering degree required. Chairman Brown stated that the dual role could disqualify many good business manager candidates. He believes Managing Director and Engineering should be two separate roles. Commissioner Coward commented that the Board would need to determine the percentage of time spent on managing vs. engineering if this position has dual roles. Chairman Brown noted that CCRC currently has

an Assistant County Highway Engineer on staff that handles most of the engineering duties. Mr. Kevin Henning commented that most of the engineering work that was done by the former Managing Director was federal aid application and public works engineering. However, even though the Public Works Department is housed at CCRC, it does not necessarily have to be staffed at the same level as in the past. We could assist townships with projects, but they would hire and pay a qualified engineer for their project. Bonding comes through the County for public works projects. It is his opinion that the BPW is not responsible for the financial carrying of any township that cannot afford to pay for their own engineering on their own public works project.

Mr. Henning stated that we have an Assistant County Highway Engineer on staff that does the lion's share of the work and she is eligible to take the Professional Engineer (PE) exam and intends to do so in April or October of this year. Any federal aid jobs planned for this construction season would need the PE stamp, but it was noted that we could hire a consultant to sign off on these projects.

Commissioner Monaweck agreed that the positions should be separate so that the Engineer can work with Supervisors, design the engineering plan and provide oversight in the field. He believes that we have a Managing Director in Mr. Henning and Commissioner Brown agreed. Commissioner Monaweck believes that we should hire a qualified field engineer to work with our Assistant County Highway Engineer. Discussion continued.

It was the consensus of the CCRC Board to separate the Managing Director position from Engineering.

Mr. Henning clarified that we are looking for a Managing Director, not an Engineer. Chairman Brown added that we have an Assistant County Highway Engineer on staff that is completely capable. Commissioner Tobin stated that we need a good engineer on staff to ensure quality projects. Discussion continued.

EXECUTIVE SEARCH PROCESS

Chairman Brown stated that he would like the Board to consider having an executive search conducted for the Managing Director position. Commissioner Coward agreed that it would be well worth the time and money spent to get qualified candidates. Commissioner Travis agreed with hiring a search firm, but warned that it could be costly. Discussion continued.

It was the consensus of the CCRC Board to explore hiring an executive search firm to assist in the recruitment and selection of a Managing Director.

Chairman Brown informed everyone that he invited Greg Purcell, Calhoun County Administrator, to attend this meeting to explain the executive search process. Mr. Purcell clarified that the County is not here to do the selection for the Board, but they are offering to go through the Request for Qualifications (RFQ) process to get a list of consultants. It would then be up to this Board to decide whether or not to retain a consultant and if so, what consultant to hire. He noted that this process could be time consuming, even if a consultant is hired. Mr. Purcell provided a draft RFQ for an Executive Search Services

Consultant that has been prepared by the County's Purchasing Department. He stated that he is looking for Board input prior to sending it out.

Mr. Purcell explained that typically, a consultant would assist the Board in clearly identifying where the organization is currently, the challenges ahead for the Road Commission, Board of Public Works and Parks Trustees, and the key criteria necessary for the new Managing Director. Also, they will speak to staff, county officials, business leaders, etc., to assist them in developing a profile of a candidate that would meet the needs of the Board. He estimated that the cost could range from \$15,000-\$90,000, depending on the firm. Mr. Purcell named a few search firms that he was familiar with and noted that the RFQ would be sent to a number of consultant firms. Commissioner Tobin stated that he is in favor of hiring Michigan based companies.

Discussion took place on the draft timeline for the RFQ process. With approval from this Board, the County would send out the RFQ around January 15, 2008 with a response due date of January 29, 2008. At this time, the responses, as well as a cost estimate, would be made available to the Board and CCRC staff for review. Mr. Purcell recommended that the Board put together an Evaluation Committee to conduct interviews with the top two or three firms to get more information on their services, prior to making a final decision. Discussion continued.

It was the consensus of the CCRC Board to accept assistance from the County with the RFQ process for the selection of an Executive Search Services Consultant.

COMMISSIONER COMMENTS

Commissioner Brown believes it is a good idea to hire a search firm and thanked Mr. Purcell for his assistance.

Commissioner Tobin commented that he is glad we are moving forward on the process and thanked Mr. Purcell for his assistance.

There being no additional business before the Board, Chairman Brown adjourned the special meeting at 10:50 a.m.

Scott A. Brown, Chairman

Mary Jo Crumpton, Secretarial Clerk