

**Minutes  
Special Meeting  
Huron-Clinton Metropolitan Authority  
Board of Commissioners  
Thursday, November 21, 2017**

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A special meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held at 10:00 a.m. on Thursday, November 21, 2017 at the Administrative Office

Commissioners Present:	Timothy J. McCarthy Kurt L. Heise Robert W. Marans Steve Williams John Paul Rea Bernard Parker
Staff Officers:	
Acting Director/Chief of Police	Michael Reese
Deputy Director	David Kirbach
Absent:	
Commissioner	Jaye Quadrozzi
Other Attendees:	
Steve Mann	Miller, Canfield, Paddock and Stone, PLC
Kerry Laycock	Consultant

Chairman McCarthy called the Nov. 21, 2017 special meeting to order at 10:03 a.m.

**1. Chairman's Statement**

None.

**2. Public Participation**

Kathy Hansen, Huron Valley Audubon Society, thanked board members for their hard work. She also provided information to the Board regarding a website (ebird.org) that tracks sightings of birds by location. At Kensington, more than 229 species of birds have been sighted/listed by 3,200 people and 5,354 people have visited parks overall and listed their bird sightings. Ms. Hansen said the Huron Valley Audubon Society and its members wanted to endorse a candidate for director. She said the candidate needs to know the parks, understand the role of the parks and is dedicated to the original purpose of the parks – maintain wild spaces.

Toni Spears, Dexter, Thanked the Board for their efforts to select a highly qualified person for the next director of the Metroparks. She said that the Metroparks has an important mission – recreation, education and stewardship and that it contributes greatly to the quality of life in the area. She said it also faces several challenges such as an aging infrastructure and limited finances. Ms. Spears said that in regard to the preliminary 2018 Budget, she asked the Board to carefully review the list of currently open staff positions, particularly the number of newly created positions in 2017, and keep in mind the cost of long-term deficit spending. She also said to consider implementing a practice of annual performance reviews for the director, including feedback from the folks who work in the parks and know the day-to-day operation and issues.

Barb Jensen, Milford, said she hopes the Board will look at internal candidates as many people and believe Deputy Director Dave Kirbach is a perfect candidate and has earned the support from staff.

**3. Approval – November 9, 2017 regular Meeting Minutes**

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners' approve the Nov. 9, 2017 regular meeting minutes as presented.

Motion carried unanimously.

**4. Approval – November 21, 2017 Agenda**

Motion by Commissioner Marans, support from Commissioner Parker that the Board of Commissioners' approve the November 21, 2017 agenda as presented.

Motion carried unanimously.

**5. Director Selection Process – Director Position Specification / Job Description**

Commissioner McCarthy said Kerry Laycock would give an update on the job description and position specification for the director's position.

Kerry Laycock said the job description had been updated since the last meeting and that the job specifications is what drives the search. He said he met with more than 45 employees since the last meeting and that the new director will be coming into a supportive, enthusiastic staff.

Mr. Laycock said both the job description and the position specification describes a strong CEO leadership structure and that the CEO is the essential contact for the Board, has strong external organization contacts and is a strategic thinker. He said three themes are prevalent in the position specification – restoring trust and confidence, financial stability, establish a compelling vision. Other factors that will be considered are critical competencies such as collaboration, networking and partnerships, Board support, strategic management, diversity and inclusion, communication, environmental stewardship and parks and recreation enthusiast. Each category also has a set of behavioral indicators that will be accessed for each candidate.

Commissioner McCarthy asked what the process was moving forward. Mr. Laycock said once the job description is approved, the position would be advertised, including on websites such as the National Recreation and Parks Association (NRPA), Michigan Recreation and Parks Association (MRPA) and the Michigan Municipal League (MML), contact colleagues in the industry for potential candidates, collect resumes and review for qualifications, conduct phone interviews, conduct in person interviews, follow-up with references and then bring three – four candidates to the Board for interviews.

Commissioner Marans asked what the timetable was for this process. Mr. Laycock said advertising would begin immediately, collect resumes in December, conduct interviews in January, bring candidates to Board for interviews in February and March.

Commissioner Marans asked if Board participation wasn't anticipated until April. Mr. Laycock said he would aim for the March 2018 meeting and could give an update at the February 2018 meeting.

Commissioner McCarthy said he wanted to make sure the job description is clear and says that the Metroparks comply with ADA regulations and is an equal opportunity employer. Mr. Laycock said he would work with Human Resources to make sure the appropriate language was in the job description.

Commissioner Heise said he is concerned that conducting the March meeting and then interviewing candidates would be an all-day event and suggested having a special meeting just for the interviews.

Commissioner McCarthy said it was a good suggestion and that a special meeting could be decided at the February meeting.

Commissioner Parker said when the candidate recommendations were presented to the Board, would there be a separate meeting in order to shorten the list to two – three candidates?

Commissioner Rea asked if the Board would get an assessment on the core competencies for the suggested candidates as it would aid the Board in reducing the candidate list.

Mr. Laycock replied that with private organizations there is more back and forth communication with candidates than there is working with municipalities. However, he could put together a written summary on the competencies and background after he checks with legal counsel.

Commissioner McCarthy suggested bringing a list of candidates to the March meeting and board members could reduce the list at that time. Mr. Laycock said candidates will want to have their names remain confidential with their present employer until they become public finalists. He said it looked like the Board preferred a two-stage process (semi-finalist and finalist) and if this the case, he will let candidates know they publicly acknowledged, but still may not be a finalist for the position.

Legal Counsel Steve Mann said the process can get complicated with the Open Meetings Act and the board is limited by the Open Meetings Act as to what can be discussed in closed session – can only review resumes with no discussion or comparison on candidates. Mr. Mann suggested having candidates identified as A, B, C, D without listing identity or location.

Commissioner McCarthy suggested that Mr. Laycock and Mr. Mann bring a proposed plan to the December Board meeting to accommodate semi-finalists and a finalist approach to the search.

Commissioner Parker suggested looking at what other entities have done regarding executive searches. Mr. Mann said by hiring Mr. Laycock as a consultant, any documents he collects, any research and interviews he conducts is not a public record. It only becomes a public record once the material “touches the hands of the Authority.” Documents are still considered public records even if discussed in closed session and the material is returned at the end of the closed session.

Commissioner Williams said Livingston County went through a similar process by using anonymous resumes and has also seen the two-step process with school boards. He asked that Michigan Association of Counties (MAC) be added to the list for advertising the position; and requested background checks be completed on finalists before they are brought to the Board. Metroparks Human Resources Manager Randy Rossman said background checks are typically done when a candidate receives an offer.

Commissioner Heise said the board hired Mr. Laycock to do the background work for the board. When commissioners get resumes whether there is a name on it or not, the board starts to push the envelope of the Open Meetings Act and it will be difficult not to talk about different candidates if they (board members) have resumes. Commissioner Heise recommended having Mr. Laycock bring candidates to the board at a public meeting and then the board can decide on which candidates to pursue.

Mr. Laycock said it becomes hard to keep the essence of the candidate when names/locations left off resumes.

Commissioner Heise also suggested having the background check specified in the advertisement.

Commissioner Parker said regarding duties and responsibilities, he would like technology, and use of technology, added to the description along with a diverse work force and increasing awareness of the park system in urban areas such as Detroit.

Commissioner Marans said critical competencies and behavioral indicators is key, the board has not had anything like this in previous searches and these are areas the board should probe further in the interview process. He also said he hoped Mr. Laycock would guide the board in the interview process.

Mr. Laycock said he would provide written comments in advance of the meeting when the candidates would be interviewed and have a discussion before beginning interviews.

Commissioner Marans would like to have these discussions done while candidates are waiting to be interviewed. Mr. Laycock said he spoke with legal counsel about this and said the challenge becomes then the questions will be known to the candidates in advance and will eliminate the element of surprise.

Commissioner McCarthy said Mr. Laycock held discussions with 45 employees and wanted to know if he had conversations with board members individually. Mr. Laycock said no, that the conversations held were done collectively at a meeting and he said he would speak to board members individually if there was a need for it.

Commissioner Parker said the board has discussed a director evaluation in the past and would like it added to the job description.

Commissioner Marans said he didn't see any mention of salary and said it would be important for potential candidates. Mr. Laycock said he would be working with the market study recently conducted; however, a salary range is not suggested to be included in the advertisement.

Commissioner McCarthy said the following items needed to be added to the job description (1) include ADA compliance; (2) add standard EEOC statement; (3) add Information Technology competency; (4) add building a diverse workforce; and (4) add be responsive to urban areas and participation. Mr. Laycock said the criteria would be added to the job description and advertisement.

Motion by Commissioner Heise, support from Commissioner Marans that the Board of Commissioners approve the job description as amended for the position of Director for the Huron-Clinton Metroparks.

Motion carried unanimously.

**6. Other Business**

None.

**7. Commissioner Comments**

Commissioner Williams said he was on the Aspen Trail yesterday and it was in good shape despite all the recent rain. He also said a friend saw the albino deer at Kensington and stopped to take pictures.

Commissioner Heise wished everyone a Happy Thanksgiving.

Commissioner Marans said in terms of timing for interviewing candidates, he would be attending the March meeting, but would be out of town after that for a few weeks.

Commissioner McCarthy said he would not be at the December meeting, but would meet with staff ahead of time.

**8. Motion to Adjourn**

Motion by Commissioner Parker, support from Commissioner Williams that the Board of Commissioners' adjourn the regular meeting.

The meeting adjourned at 10:54 a.m.

Respectfully submitted,



Shawn M. Athayde  
Recording Secretary