



**Grand Traverse County
Board of Commissioners
Special Meeting**

Thursday, May 4, 2017
5:30 p.m.
Commission Chambers
Governmental Center, 400 Boardman,
Traverse City, MI 49684

The Board of Commissioners will be holding a Special Meeting which has been set for the date, time and location noted above. The purpose of the meeting is identified in the Agenda below.

If you are planning to attend and you have a disability requiring any special assistance at the meeting, please notify the County Clerk immediately at 922-4760.

AGENDA

I. Call to Order (Pledge, Roll Call)

II. First Public Comment

Any person shall be permitted to address a meeting of the Board of Commissioners which is required to be open to the public under the provision of the Michigan Open Meetings Act, as amended. (MCLA 15.261, et.seq.) Public Comment shall be carried out in accordance with the following Board Rules and Procedures:

A) Any person wishing to address the Board shall state his or her name and address.

B) No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioners' questions. The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes. Chairperson may, at his or her discretion, extend the amount of time any person is allowed to speak.

III. Presentation by GovHR USA – County Administrator Search

Mr. Jaymes Vettrano will do a brief presentation followed by an open time for questions and answers regarding the process. There will also be an opportunity to fill out a survey regarding the background and qualities most important for the next County Administrator.

IV. Second Public Comment

V. Adjournment



May 1, 2017

TO: Grand Traverse County Board of Commissioners

RE: County Administrator Search – Public Session

I look forward to joining the Board of Commissioners for its Special Meeting scheduled for Thursday, May 4, 2017, at 5:30 pm. The intent of the meeting is to present the steps and timeline for the County Administrator search process. I plan to provide a brief presentation, followed by an open time for questions and answers regarding the process.

After the presentation, I will provide the attendees an opportunity to fill out a survey regarding the background and qualities they view as most important for the next County Administrator. I will encourage attendees to take their time and complete the survey digitally sometime after the meeting; providing them an opportunity to fully consider the questions and their answers. The County may also choose to distribute the digital survey link to individuals who are not able to attend the meeting.

Executive search is an important decision-making process for a community, and my primary goal is to help the County to make a good decision. GovHR's executive recruitment philosophy embraces a professional process of integrity, trust, and respect toward all parties involved, and complete commitment toward meeting the expressed needs and desires of the County. Our work is carried out in an open manner with particular attention given toward seeking out critical factors of a client's organization and governance, and utilizing such information respectfully and discreetly in seeking out candidates who truly have the ability to meet the expectations and needs of the County—working strenuously in developing a fully qualified, “best match” candidate pool for client consideration.

We will use a six phase process for the County Administrator executive recruitment:

- Phase 1 – Position Assessment, Position Announcement and Recruitment Brochure Development
- Phase 2 – Advertising, Candidate Recruitment and Outreach
- Phase 3 – Candidate Evaluation and Screening
- Phase 4 – Presentation of Recommended Candidates
- Phase 5 – Interview Process
- Phase 6 – Appointment of Candidate

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This week's public meeting and interviews is part of the Phase I. During my time in Grand Traverse County this week, my goal is to collect as much data as possible from the public, employees and elected officials in order to develop an appropriate recruitment brochure to attract candidates that will be the best fit for the County.

If you have any questions or would like additional information, please let me know. I look forward to participating in your May 4th Special Meeting!

Sincerely,

Jaymes Vettraino

GovHR is a public management consulting firm serving municipal clients and other public sector entities on a national basis. Its headquarters offices are in Northbrook, Illinois. GovHR offers customized executive recruitment services and completes other management studies and consulting projects for communities.

GovHR Vice President Jaymes Vettraino is responsible for the Grand Traverse County recruitment and selection process. Mr. Vettraino is a Michigan resident, and spent 17 years as the City Manager, most recently in Rochester, Michigan. Through his work as a City Manager, consultant and college professor, Mr. Vettraino has developed a facilitative style that allows him to listen and communicate effectively with board members, staff and community stakeholders.

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