

Late Addition
#3F

Alison Middleton

From: Michelle Crocker
Sent: Monday, October 7, 2024 4:00 PM
To: Board of Commissioners
Cc: Lauren Cypher; Alison Middleton; Cathy Hartesvelt
Subject: Action Item 3f
Attachments: 2024_EDS_MLI_Addendum_Adm_Search.pdf; 2024_ADDENDUM_MLI_Adm_Search.pdf

Dear Commissioners,

Attached please find the Executive Document Summary and the suggested 2024 Addendum with MLI for the Administrator Search, as requested at the September Regular Session. This item is listed on the Proposed Agenda as Action Item #3f – Michigan Leadership Institute (MLI) Administrator Search Contract Amendment (*Late Addition*)

Please do not hesitate to contact me should you have any questions.

Both Richard and I will be present at the October 8, 2024, Annual Session.

Michelle L. Crocker

Michelle L. Crocker
Leelanau County Clerk
8527 E. Government Center Drive
Suite #103
Suttons Bay, MI 49682

231-256-9824
Leelanau.gov
Please note new email: mcrocker@leelanau.gov

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Administration & Clerk</u> Contact Person: <u>Richard I. Lewis & M. Crocker</u> Telephone Number: <u>231-256-9824</u>	Submittal Dates <input checked="" type="checkbox"/> Select Meeting Type: <u>Regular Session</u> Date of Meeting: <u>10/08/2024</u>
Financial/Source Selection Method	Vendor: <u>MLI-Michigan Leadership Institute</u> Address/ Phone: _____ _____ Description: <u>Select One</u>
<input type="checkbox"/> Select One: <u>Select One</u> <input checked="" type="checkbox"/> Other: <u>Addendum to Service Agreement</u> <input type="checkbox"/> Account No.: <u>101.100.101.967.000</u> <input type="checkbox"/> CIP Project? <input type="checkbox"/> If Grant, Match Account No.: _____	

Budgeted Amount: _____	Contracted Amount: _____
------------------------	--------------------------

Document Description

Request to Waive Board Policy on Bid Requirements
 Financial Review Completed
 Department Head/Elected Official Authorization

At the September Regular Session of the Board of Commissioners, via motion, Interim Administrator Lewis and me were directed to work with Mr. Janik on a contract extension for the County Administrator search. The three of us (Lewis, Janik, and Crocker) were able to meet on Thursday, October 3, 2024. Mr. Lewis and I request your approval on the attached Addendum to the March 2024 Service Agreement. The fee to do this new search will be an additional fee of \$4,250.00, bringing the total between the two searches to \$8,750.00 plus direct expenses not to exceed \$1,000.00.

The additional fee of \$4,250.00 will be invoiced and payable in three equal installments as indicated at the bottom of the Addendum.

Again both Richard and I support this request and ask that you do the same. It is our opinion that this is more than reasonable for the services being provided.

Suggested Recommendation:
 I move that the Leelanau County Board of Commissioners approve the Addendum to the March 2024 Service Agreement with Michigan Leadership Institute for the additional fee of \$4,250.00 as presented, funds to come from #101.100.101.967.000 and that the chairman is authorized to sign the agreement.

ADDENDUM TO THE MARCH 2024 SERVICE AGREEMENT

Leelanau County and Michigan Leadership Institute

By way of this agreement, the Leelanau Board of Commissioners does hereby contract with Michigan Leadership Institute to provide basic services as outlined below in the process of conducting a search for the position of Administrator. Specific services to be provided shall include the following:

1. Advise the board on parameters of the overall search process.
2. Establish a timeline of duties and responsibilities for the conduct of the search.
3. Facilitate meetings of the staff, stakeholders and board as required to assist in articulating the candidate profile and points of district pride for inclusion in the position announcements.
4. Develop and post a standard search flyer and announcements; recruit a qualified candidate pool.
5. Receive applications, communicate with candidates, conduct paper screen, check references (*NOTE: State-mandated background checks (fingerprinting), and requirements under PA 189 are the responsibilities of the employer and thus must be conducted once a final candidate is selected.*) and recommend approximately four to six candidates to the board for interview.
6. Conduct orientation session with the board on interview process and protocol.
7. Attend initial candidate interviews and facilitate board discussions; communicate with unsuccessful candidates.
8. Mediate employment agreement as requested by the board; provide contract/salary information to board members.
9. Facilitate orientation workshop with the new leader and the board to develop mutual expectations and understandings.
10. Be on call to provide professional support and mentoring to the new leader as requested during his or her first year on the job.

The above-noted services will be provided for a total cost of **\$8,750.00** plus direct expenses not to exceed \$1,000.00. (\$4,500 from the March 2024 agreement plus an additional \$4,250 for the additional search) Said fee covers all costs associated with the search including Michigan Leadership Institute staff time, development of posting brochure, online search announcements/job postings, marketing of the vacancy, and associated office expenses. MLI staff mileage will be billed to the District on an actual cost basis (*at the current mileage rate issued by the IRS*).

The additional fee of \$4,250 will be invoiced and payable in three equal installments: upon commencement of search, upon recommendation of candidates, and upon selection and appointment of the successful candidate. Mileage expenses will be invoiced with the final installment.

This agreement is hereby entered into by the parties thereto as set forth below:

Michigan Leadership Institute Date

Leelanau County Date

SERVICE AGREEMENT

Leelanau County and Michigan Leadership Institute

By way of this agreement, the Leelanau Board of Commissioners does hereby contract with Michigan Leadership Institute to provide basic services as outlined below in the process of conducting a search for the position of Administrator\Chief Financial Officer. Specific services to be provided shall include the following:


1. Advise the board on parameters of the overall search process.
2. Establish a timeline of duties and responsibilities for the conduct of the search.
3. Facilitate meetings of the staff, stakeholders and board as required to assist in articulating the candidate profile and points of district pride for inclusion in the position announcements.
4. Develop and post a standard search flyer and announcements; recruit a qualified candidate pool.
5. Receive applications, communicate with candidates, conduct paper screen, check references (*NOTE: State-mandated background checks (fingerprinting), and requirements under PA 189 are the responsibilities of the employer and thus must be conducted once a final candidate is selected.*) and recommend approximately four to six candidates to the board for interview.
6. Conduct orientation session with the board on interview process and protocol.
7. Attend initial candidate interviews and facilitate board discussions; communicate with unsuccessful candidates.
8. Mediate employment agreement as requested by the board; provide contract/salary information to board members.
9. Facilitate orientation workshop with the new leader and the board to develop mutual expectations and understandings.
10. Be on call to provide professional support and mentoring to the new leader as requested during his or her first year on the job.

The above-noted services will be provided for \$4,500.00 plus direct expenses not to exceed \$1,000.00. Said fee covers all costs associated with the search including Michigan Leadership Institute staff time, development of posting brochure, online search announcements/job postings, marketing of the vacancy, and associated office expenses. MLI staff mileage will be billed to the District on an actual cost basis (*at the current mileage rate issued by the IRS*).

Fees will be invoiced and payable in three equal installments: upon commencement of search, upon recommendation of candidates, and upon selection and appointment of the successful candidate. Mileage expenses will be invoiced with the final installment.

This agreement is hereby entered into by the parties thereto as set forth below:


Michigan Leadership Institute Date


Leelanau County Date
Ty Wessell, Chairman