

**Leelanau County Board of Commissioners**  
**Special Session – Tuesday, May 31, 2022**  
Approved 04/18/2023

*Proceedings of the meeting are being recorded (audio and video). The video of the meeting can be found at the following link:*  
<https://www.leelanau.gov/meetingdetails.asp?MAId=2348#video>

Meeting called to order by Chairman Ty Wessell at 10:00 a.m. Today's meeting is being held at the Government Center, 8527 E. Government Center Drive, Suttons Bay, Michigan.

Chairman Wessell led the Pledge of Allegiance to the Flag of the United States of America, followed by a moment of silence.

Roll Call:	District #1	Rick Robbins	PRESENT
	#2	Debra L. Rushton	PRESENT
	#3	Lois Bahle	PRESENT
	#4	Ty Wessell	PRESENT
	#5	Patricia Soutas-Little	ABSENT (w/prior notice)
	#6	Gwenne Allgaier	PRESENT
	#7	Melinda C. Lautner	PRESENT

Public Comment:  
None.

Commissioner Comment:

- Commissioner Lautner said she wanted to thank all the staff and the local VFW for a great ceremony on Memorial Day for the Veterans.

Purpose of Meeting – Discussion/Potential Action:

County Administrator Hiring Process:

Matt McCauley, CEO, Networks Northwest, was present and stated that per the timeline that was agreed to previously, he will be looking to release the marketing packet for June 1, 2022. He continued that the updated/revised packet was sent out to the Board on Friday, May 26, 2022.

Commissioners reviewed the proposed marketing packet and Chairman Wessell stated there is Commissioner consensus that the packet looked great.

*#158-05312022 Special Session*

**MOTION BY LAUTNER THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE THE MARKETING PACKET. SECONDED BY RUSHTON.**

Discussion – none.

**AYES – 6 (Lautner, Robbins, Rushton, Wessell, Allgaier, Bahle)**

**NO – 0            ABSENT – 1 (Soutas-Little)**

**MOTION CARRIED.**

McCauley stated that the formal job description, which is more of a format of all county positions and more of a formal analysis of the position, will be included with the marketing packet.

Commissioners reviewed the job description and Commissioner discussion ensued.

*#159-05312022 Special Session*

**MOTION BY LAUTNER THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE THE LEELANAU COUNTY ADMINISTRATOR POSITION JOB DESCRIPTION CHANGE TO THE ADMINISTRATOR HAVING THE AUTHORITY TO THE APPOINTMENT OR REMOVAL OF NON-ELECTED DEPARTMENT HEADS. SECONDED BY ALLGAIER.**

Discussion – none.

**AYES – 6 (Lautner, Robbins, Rushton, Wessell, Allgaier, Bahle)**

**NO – 0            ABSENT – 1 (Soutas-Little)**

**MOTION CARRIED.**

McCauley said that the marketing packet reflects the post-secondary degree and states a Master's Degree or equivalent and is not defined by experience. He stated that for what it is worth with the current labor market he would suggest casting a wider net out there versus a smaller net. McCauley commented that for this you want to list a minimum education and add the word preferred and opportunities to not limit the pool.

Administrator Janik stated that it would give you greater flexibility with a wider net.

Commissioners Rushton, Allgaier and Robbins agreed they would like to add the word preferred Master's Degree to the job description.

*#160-05312022 Special Session*

**MOTION BY ALLGAIER THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS AMEND THE MARKETING PACKET TO READ A MASTER'S DEGREE OR EQUIVALENT PREFERRED AND A MINIMUM OF FIVE (5) YEARS RELATED EXPERIENCE OR TRAINING OR EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE. SECONDED BY ROBBINS.**

Discussion – none.

**AYES – 6 (Allgaier, Bahle, Lautner, Robbins, Rushton, Wessell)**

**NO – 0            ABSENT – 1 (Soutas-Little)**

**MOTION CARRIED.**

Commissioner Rushton said that there does need to be a change where it reads budget because it still states the Clerk's Office and it should be removed.

*#161-05312022 Special Session*

**MOTION BY BAHLE THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE THE COUNTY ADMINISTRATOR'S JOB DESCRIPTION AS PRESENTED. SECONDED BY ALLGAIER.**

Discussion – Commissioner Rushton said that she doesn't see anything in the job description where the County Administrator is the Chief Financial Officer of the County. If the Administrator is in charge of financing in the department, then it should be listed in the job description as well.

Administrator Janik said that there is a difference between being the Chief Financial Officer and being responsible for the budget functions.

Commissioner Rushton stated that the Accounting Department is under the Administrator's purview, correct?

Administrator Janik replied that unless you want the person to be the Chief Financial Officer, because that is a whole different candidate. He gave an example that when he was at Charlevoix Schools, he was responsible for the budget but he had a Chief Financial Officer on staff. He was responsible for making the cuts; however, they put everything together for him. Janik said that if you want the County Administrator to be in charge of the budget that is one thing, but to be the Chief Financial Officer puts this into a different perspective.

Commissioner Rushton said that she would like to see it in there.

Administrator Janik stated that there are County Administrator's that are Chief Financial Officers.

Commissioner Rushton commented that she has expressed that from day one.

Administrator Janik said that those Administrators have a financial background.

Chairman Wessell said that if that is the case then the posting will have to be rewritten, because the Board hasn't talked about seeking a Chief Financial Officer. The Board has said that they are going to look for somebody who has a human resources or a finance background, but if the Board really wants to hire a Chief Financial Officer, then you would need to build in other requirements.

Commissioner Lautner said that the County Administrator will have ultimate authority.

Administrator Janik said that between he, McCauley, and Human Resources Director Darcy Weaver that they can come up with the exact wording and send it out for review by the Board. Janik stated that he thinks he knows what is being expressed.

Commissioner Allgaier asked, "What do you see that being?"

Administrator Janik responded that he sees it that the County Administrator has the ultimate responsibility for the budget process.

Commissioner Allgaier asked, but not a CFO?

Administrator Janik said that is a whole different scenario.

Chairman Wessell stated that there is a motion on the table to approve the job description and concept, and Administrator Janik will bring that back.

Administrator Janik said that you can do it like you do with legal counsel with contracts and say pending final approval of the Board.

Commissioner Rushton stated that she doesn't understand why there is a vote being taken on this right now when we don't have all the information.

Commissioner Lautner said that we did make several changes and so do we want to clean it up and bring it back?

Chairman Wessell stated that the Board could do that except that McCauley was going to send this all out.

Commissioner Lautner said that she made notes and that with the Board's approval today that a clean copy will be sent to commissioners.

Administrator Janik stated that this job description is pretty standard and generic. If you are all in agreement that you are not looking for a Chief Financial Officer then you can proceed.

McCauley said that in terms of language that the County Administrator provides for budget process and Board approved outcomes.

Chairman Wessell asked Chief Deputy Clerk Zywicki to read the motion on the floor.

Chief Deputy Clerk Zywicki restated the motion.

*#161-05312022 Special Session*

**MOTION BY BAHLE THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE THE COUNTY ADMINISTRATOR'S JOB DESCRIPTION AS PRESENTED. SECONDED BY ALLGAIER.**

Discussion – Chairman Wessell called for a vote.

**AYES – 5 (Bahle, Lautner, Robbins, Wessell, Allgaier)**

**NO – 1 (Rushton) ABSENT – 1 (Soutas-Little)**

**MOTION CARRIED.**

McCauley said that at the last meeting, a rating system was discussed to objectively look at all of the resumes. He gave examples of how you would rate the criteria and the different characteristics you are looking for. He is happy to listen to thoughts; however this does allow for consistency when looking at the applicants and is where his thought would be and what he has done previously.

Chairman Wessell commented that McCauley had requested everyone's thought on the criteria and asked if he had received any feedback from anyone?

McCauley responded that he did not; however, he did understand as it was a holiday weekend.

Commissioner Lautner commented that she thinks the Commissioners could do a rating system as long as "we" don't get tripped up with the rating system. She asked, "Do we rate right off the bat or can we wait and see what comes in?" She continued that there could be a folder of applicants that all have a Masters Degrees, all of them with more experience than that. She said that there could be a candidate from a different County that is being run out of town due to a tough situation and she referenced Administrator Janik and one of his previous positions and exercising leadership in a difficult situation. Lautner continued that she would think someone with no experience would not be considered.

McCauley said for Commissioners to keep in mind, what he is suggesting is the initial scoring to determine who will be interviewed. Are there some core criteria that the Board can agree to provide for that initial filtering and then it is 100% on paper.

Commissioner Lautner commented that she would say someone who has no experience will be disqualified.

McCauley responded that he would think that experience would be a heavy weight in the decision.

Commissioner Allgaier said she was thinking 50% for experience. Experience is huge.

Administrator Janik said you want a simple process to start. He doesn't think you're going to get overwhelmed by hundreds of applicants and all seven Commissioners have different views of what you're looking for. Janik continued that what he has done before is to keep it simple. You have three piles - A, B, C. A is they definitely have potential and can be interviewed. B is they would probably come pretty close. C is they're definitely not qualified. Janik continued that all Commissioners have said they want to keep it short and compare the list together. The seven of you will be pretty close. It's a simple process, but it does work and that way you each get to identify which are your top candidates. Janik continued that he would be surprised if you weren't on the same page.

Chairman Wessell commented he sat down and had a top 10 criteria that he was really looking for and Commissioners have that in front of them. Other Commissioners may have a top 10 list that looks different. Wessell continued that he was kind of hoping that as a Board they could identify a list of criteria in advance that could be agreed upon. We're looking for somebody that has successful experience and management, who has worked with Boards, and who has good character. Wessell again commented on his top 10 list and is that not a healthy discussion to have before we start putting an A, B and C?

Commissioner Allgaier asked if Chairman Wessell is saying to have a minimum criteria if we're going to put someone in the A pile?

Chairman Wessell said that he thinks the Board needs to have a discussion on the qualities we are looking for.

Commissioner Lautner commented that she honestly thinks this is very good and would come in handy for scoring during the interview process. We could each score them based on these or any more we may have. She thinks the list could be used and it has everything that is going to be looked at and wanted. They may not have community involvement yet. They may not get community involvement until their child is in pee wee league and they are coaching. Or a little bit later in life when they join the service club or something like that. She likes it and it's important but shouldn't be a hang up.

Chairman Wessell called for other thoughts.

Commissioner Allgaier commented that in summary, she likes the three-pile thing and then this is a great list to use as we check off our final candidates. Do they have all these things? It's a good differentiator.

Chairman Wessell commented that he doesn't want to be the author of the list. Commissioners could add to it and try to approve the list before an interview. He again called for any other thoughts?

Administrator Janik commented that it is important to have knowledge and respect the culture of Leelanau County. The culture here is very different than other areas. He referenced you can excel and have experience with one school district and be very successful and then have a very different experience elsewhere, where the culture is very different. Sometimes it is the difference between urban and rural. You had a past administrator and his culture was very different and did not have the right cultural fit here. He referenced Glen Lake Community Schools and the different Superintendents. He also referenced Benzie County and one of the Administrator's was not a good fit for the culture. It needs to be someone that is used to a rural setting and it needs to be the right fit coming in here. Janik continued with comments.

Discussion ensued.

Commissioner Lautner questioned if we require drug testing before hiring as well as the background check?

Administrator Janik responded that he thinks you can require it. Once you decide who to hire, you enter into negotiations. At that time, the Sheriff will assign a deputy to do a full background check which is part of the negotiations.

Commissioner Lautner commented that this can be a big problem and you don't want to go down that road.

Commissioner Robbins commented that he doesn't think it would be fair to do a drug test, if we don't do that on employees. Why would we ask that of our Administrator?

Commissioner Lautner said that she has pushed for that in the past to be fair.

Commissioner Robbins countered that it is a union issue.

Chairman Wessell asked what McCauley may be missing and what does he need that he may not have.

McCauley responded that he thinks it's a wonderful path forward with a three-pile system for each of the Commissioners to engage in that with their own perspective and eye on what is already put down in regards to the job description and marketing packet. He agrees with Administrator Janik that there will be overlap. Concurrent to receiving applications, he (McCauley) is happy to work with the list and bring additional input to act as the basis for interview questions once the pool is selected. With regards to the conversation regarding fit, it is no different with any organization, a fit within the corporate culture and that is not a checked box but will come out in the interview. McCauley agrees the applications from rural that won't fit, but urban may. In his view, it is not only experience but personality as well. You can only get that when they're sitting here.

Chairman Wessell called for any further questions.

McCauley commented that he is excited to let this out to the world.

Administrator Janik commented that you will most likely get most of the applications the last couple days before the deadline. Everyone usually waits until the last minute.

Public Comment:

None.

Commissioner Comments:

Commissioners thanked McCauley.

Adjournment:

Chairman Wessell adjourned the meeting at 10:56 am.

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Ty Wessell, Chairman  
Leelanau County Board of Commissioners

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Jennifer L. Zywicki, Chief Deputy County Clerk  
for Michelle L. Crocker, Leelanau County Clerk