



RECORD OF PROCEEDING

SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF CHESTERFIELD AT 690 CHESTERFIELD PARKWAY WEST

APRIL 28, 2016

The meeting was called to order at 5:30 p.m.

President Pro Tem Barry Flachsbart led everyone in the Pledge of Allegiance and followed with a moment of silent prayer. Mayor Bob Nation announced that he was out of town and would be participating via conference call, but President Pro Tem Flachsbart would be officiating the meeting in Mayor Nation's absence.

A roll call was taken with the following results:

PRESENT

Councilmember Barry Flachsbart
Councilmember Barbara McGuinness
Councilmember Bridget Nations
Councilmember Guy Tilman
Councilmember Dan Hurt
Councilmember Randy Logan
Councilmember Tom DeCampi
Councilmember Bruce DeGroot

ABSENT

Mayor Bob Nation
(participated via conference call)

COMMUNICATIONS AND PETITIONS

Ms. Wendy Geckeler, 26 Chesterfield Lakes, inquired of Mayor Nation the reason for the delay in initiating a search for a new City Administrator. She also asked for an estimate of how long the search process would take to complete and what the cost may be. Mayor

Nation responded that he had recommended initiating a search immediately following Mr. Herring's retirement announcement, but Council did not agree.

Ms. Patty Vietmeier, 186 Kendall Bluff Court, encouraged City Council to initiate a professional search for City Administrator, allowing female candidates an equal opportunity.

Mr. Ron Cawood, 16992 Riverdale Drive, encouraged City Council to initiate a professional search for City Administrator.

DISCUSSION TOPIC – POTENTIAL SEARCH FOR CITY ADMINISTRATOR

Management Analyst James Mello summarized the information provided pertaining to tonight's discussion. He explained that two executive search firms [Strategic Government Resources (SGR) and GovHR USA (GHR)] have submitted documents, including draft proposals. From the information provided, along with additional research and understanding of the executive search process, costs can range from \$25,000 to \$35,000 and can take anywhere from four to ten months to complete. The expedited version is about four months and would have someone in place no sooner than late October or early November, assuming meetings and travel dates are able to line up and expedite quickly. Mr. Mello continued by explaining the first step in any national search process is a position profile. A position profile would be developed by an outside search firm. They would interview Councilmembers, department heads and key staff in order to determine the ideal characteristics for the City Administrator position.

Mr. Mello continued by explaining that one of the two search firms (SGR) recommended a hybrid approach described as a readiness assessment since there is an internal candidate. The purpose of the readiness assessment is to vet the internal candidate and to determine whether or not the internal candidate is highly competitive with the national labor pool for similar positions based upon similar searches. This process would provide the Council with an independent recommendation, based upon a rigorous assessment and their comprehensive professional experience as to whether or not the internal candidate would be highly competitive with candidates that would be attracted through a full scale competitive search. If the candidate was determined to not be competitive, the work product created in the readiness assessment would still be valuable in conducting the full nationwide search. Estimated cost for a readiness assessment is \$7,000 to \$9,000 and would take approximately two to three weeks to complete.

Councilmember DeCampi asked Mr. Mello who approached SGR. Mr. Mello responded that Staff, including Mr. Geisel, Chief Johnson and himself approached SGR for the purpose of gathering information, and that Mr. Geisel has since removed himself from the process. Councilmember DeCampi expressed concern that Mr. Geisel, as a candidate, should not have directed any part of the process. Councilmember Hurt stated that SGR was not contacted at the discretion of Mr. Geisel, but was mentioned by one of the speakers at a previous City Council meeting as well as Mayor Nation. Councilmember

DeGroot asked Mr. Geisel what specific involvement he had in the process. Mr. Geisel responded that he made the initial contact because Mayor Nation indicated he had spoken with several Cities that have done searches, specifically Maryland Heights and Ballwin. Mayor Nation further indicated that he spoke to Gary Holland of SGR. Mr. Geisel contacted the City Administrators of Maryland Heights and Ballwin. He also contacted, by telephone, both SGR and GHR asking for information. The information was simply collected and passed on. He immediately acknowledged his situation to the search firms and told them that he was turning this project over to other individuals. Mr. Geisel stated that he made his situation clear and separated himself, very early on, from the process.

Councilmember DeCampi suggested forming a search committee and selecting a Chair for that committee. He suggested that any Councilmember who had publically stated support for appointing Mr. Geisel without a full search should not be part of this committee. Councilmembers Logan and Nations commented that no one would willingly give up their right to be fully involved in this process and it would not be fair to exclude anyone. President Pro Tem Flachsbart stated that he sees this particular issue as one to be handled by a committee of the whole, where the committee consists of all members of Council with Mayor Nation acting as Chair.

Mr. Ron Holifield, Chief Executive Officer of SGR, joined via conference call and gave a summary of the process, and two potential options (readiness assessment and full service search). He stated that a readiness assessment is designed to take all of the vetting components of a full service search and hone in on one or more internal candidates. Virtually everything that is done in a full service search is done in a readiness assessment, only in a more compressed and focused environment. Any internal candidates would receive two assessments. The DISC Management Profile analyzes and reports comprehensively on the candidates' preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager. The I-OPT Assessment is designed as a team tool that measures how a person perceives and processes information, and this has an impact on what motivates a person, how a person sees an issue, and how that person interacts with others on team projects. I-OPT will plot the individual with the management team, the direct reports and the Mayor and Council. SGR will come on-site and interview all direct reports, the Mayor and Council, as well as any other key people who are not direct reports. Any internal candidates will complete a comprehensive questionnaire and an online recorded interview. They will also prepare a first year game plan. These results are then compared with comparable communities in order to determine whether or not the internal candidates would be competitive in a national search. When asked if he would recommend doing a readiness assessment alongside a national search, Mr. Holifield stated he would recommend against it, because when there is an internal candidate, there is concern that you may not get to the best possible outside candidates because of the potential risk of damaging political interests at home. This coupled with an abbreviated timeline, forces potential outside candidates to make serious decisions very quickly. Council thanked Mr. Holifield for his time and he dropped out of the conference call.

Councilmember Hurt commented that he believes everyone on the Council has a commitment to this project and he would like to allow everyone time to consider the information provided, and be ready to vote to start one or both of the processes at the May 2 City Council meeting.

Councilmember Hurt also requested Mr. Mello obtain a second opinion, before the May 2 City Council meeting, from one or more other search firms regarding the readiness assessment and whether they believe it is a useful tool.

Councilmember Flachsbart requested Mr. Mello try to get responses from additional search firms before the May 2 City Council meeting.

Councilmember DeGroot requested Mr. Mello compile a list of the firms contacted, along with notation of response or no response received, before the May 2 City Council meeting.

ADJOURNMENT

There being no further business to discuss, President Pro Tem Flachsbart adjourned the meeting at 6:55 p.m.

President Pro Tem Barry Flachsbart

ATTEST:

Vickie J. Hass, City Clerk