



City Council Study Session - City Administrator Profile Meeting Minutes

Thursday, February 24, 2022, at 5:30 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order** by Mayor Garrett at 5:36 pm.

2. **Discussion Items**

A. City Administrator Profile development - Joyce Parker (MML)

Ms. Parker introduced herself and giving a brief description of her background. Provided to Council in the packet is the Initial Work Session where Ms. Parker will establish a timeline. There will be three (3) profiles, 1) related to the candidate, 2) related to the community and 3) an organization profile. Ms. Parker will work with the Interim Administrators to gather the information needed for the organizational profile.

As related to advertisement Ms. Parker estimates that will be approximately 4 weeks to advertise the position on the Michigan Municipal League website, The International City County Managers Association, and all other relevant associations where there may be potential candidates. The position will also be listed on the Michigan Municipal League list serve and other partners that are affiliated with MML.

The third step in the process is to review a list of resumes, and those that meet all the requirements council has agreed to, a social media and reference check will be done, and council will be provided a comprehensive summary of each candidate. Once council has determined a list of finalists interviews will be scheduled and complete detailed reference check will be done.

Once a candidate is chosen generally it takes approximately 4 weeks for the candidate to start depending on the separation agreement they may be in currently.

Ms. Parker provided council with a sheet questioner Community Profile Worksheet and asked that each council member fill it out and return it to her to help build the community profile based on council comments.

3. **Mayor and Council Comments**

None

4. **Public Comments**

None

5. **Adjourn**

Meeting adjourned at 6:32 pm.

Respectfully Submitted

Kelda London

Acting on Behalf of the City Clerk