



SPECIAL CALLED MEETING

February 12, 2024

Immediately Following Work Session

Albany-Dougherty Government Center
222 Pine Ave, Room 100, Albany, GA 31701

AGENDA

The public will also have access to the live meeting by accessing the Dougherty County Georgia Government Facebook page at facebook.com/Dougherty.ga.us or viewing the public government access channel (Channel 16).

1. Call the meeting to order by Chairman Lorenzo Heard.
2. Roll Call.
3. Delegations (*The Commission will hear comments on those items pertaining to Dougherty County for which a public hearing has not been held or scheduled. Please be brief, to the point, and considerate of time for others.*)
4. Additional Business.
 - a. Consider for action the Resolution confirming the acceptance of a US Department of Transportation Safe Streets for All (SS4A) Planning and Demonstration Grant (#20.939) in the amount of \$263,000. The Commission approved the grant acceptance in the November 20, 2023 Regular Meeting, however the grant stipulation required that the approval be supplemented by a resolution. County Attorney Alex Shalishali will address. **ACTION:**
 - b. Consider for action the Resolution providing for approval for professional services for the search for the County Administrator with Colin Baenziger & Associates (Daytona Beach, FL) in the amount of \$38,500. Funding is available in the General Fund. County Attorney Alex Shalishali will address. **ACTION:**
5. Updates from the Assistant County Administrator.
6. Updates from the County Attorney.
7. Updates from the County Commission.
8. Consider for action the recommendation from the County Attorney to enter into Executive Session for the purpose of discussing personnel, pending litigation, and then to adjourn. **ACTION:**

Dougherty County's Vision Statement

Dougherty County will be a committed leader in sustaining a high quality of life by partnering with citizens, businesses, and other government agencies to make this a community of choice for living, working, and leisure activities.

Dougherty County's Mission Statement

To improve the quality of life for all our citizens by being accessible and good stewards of our resources while delivering cost-effective, responsive, services with integrity, fairness, and friendliness.

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Coordinator at 229-431-2121 promptly to allow the County to make reasonable accommodations for those persons.

**A RESOLUTION
ENTITLED
A RESOLUTION PROVIDING FOR THE ACCEPTANCE AND APPROVAL OF THE
U.S. DEPARTMENT TRANSPORTATION SAFE STREETS FOR ALL (SS4A)
PLANNING AND DEMONSTRATION GRANT (#20.939) ; REPEALING
RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH; AND
FOR OTHER PURPOSES.**

WHEREAS, the Board of Commissioners of Dougherty County, Georgia considered the U.S. Department of Transportation Safe Streets for All (SS4A) Planning and Demonstration Grant (#20.939) in the amount of \$263,000;

WHEREAS, the joint application submitted by the City of Albany and Dougherty County for SS4A #20.939 requires a 20% local match of \$52,600, with Dougherty County being responsible for \$26,300;

WHEREAS, the Board of Commissioners of Dougherty County, Georgia took action at its November 11, 2023 Regular Meeting approving SS4A #20.939 along with Dougherty County’s payment of the required local match;

WHEREAS, the Board of Commissioners of Dougherty County, Georgia is desirous of further formalizing its approval of SS4A #20.939 retroactively from its November 11, 2023 action by approval of the instant resolution;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Dougherty County, Georgia and it is hereby resolved by Authority of the same as follows:

SECTION I The U.S. Department of Transportation Safe Streets for All (SS4A) Planning and Demonstration Grant (#20.939) in the amount of \$263,000 and payment of the foregoing required match is hereby approved and the appropriate Dougherty County personnel is hereby authorized to execute the same as well as any other documents necessary for full implementation of the same.

SECTION II All Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

This the 12th day of February, 2024.

BOARD OF COMMISSIONERS OF
DOUGHERTY COUNTY, GEORGIA

By: _____
Lorenzo L. Heard, Chairman

ATTEST:

County Clerk

**A RESOLUTION
ENTITLED
A RESOLUTION APPROVING AND AUTHORIZING THE ENGAGEMENT OF
COLIN BAENZIGER & ASSOCIATES; REPEALING RESOLUTIONS OR PARTS OF
RESOLUTIONS IN CONFLICT HEREWITH;
AND FOR OTHER PURPOSES.**

WHEREAS, the Board of Commissioners of Dougherty County, Georgia has considered and is hereby desirous of approving the engagement of Colin Baenziger & Associates out of Daytona, Florida for professional services in connection with the search of a County Administrator in the base amount of \$38,000;

WHEREAS, funding for the foregoing services is available in the General Fund;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Dougherty County, Georgia and it is hereby resolved by authority of the same as follows:

SECTION I The attached proposed engagement between Dougherty County, Georgia and Colin Baenziger & Associates to provide professional services in connection with the search for a County Administrator is hereby approved and adopted and the Dougherty County Chairman of the Board of Commissioners is hereby authorized to execute any and all other documents necessary for full implementation.

SECTION II All Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

This the 12th day of February, 2024.

BOARD OF COMMISSIONERS OF
DOUGHERTY COUNTY, GEORGIA

BY: _____
Lorenzo L. Heard, Chairman

ATTEST:

County Clerk

COLIN BAENZIGER  ASSOCIATES
EXECUTIVE RECRUITING

February 1, 2024

The Honorable Chairman Lorenzo L. Heard, and Commissioners Victor Edwards, Gloria Gaines, Russell Gray, Clinton Johnson, Anthony Jones and Ed Newsome
In Care of Alex M. Shalishali, Esq.
Page Scrantom Sprouse Tucker & Ford, P.C.
1111 Bay Avenue • 3rd Floor
Columbus, Georgia 31901

RE: Engagement Letter to Provide County Administrator Recruitment Services

Dear Chairman Heard and Commissioners Edwards, Gaines, Gray, Johnson, Jones and Newsome:

I would first like to thank you for the opportunity to present this engagement letter to assist the Dougherty County (hereafter the County) in the search for its next County Administrator.

Section A: Work Plan

The following outlines the process Colin Baenziger & Associates will undertake.

Phase I: Needs Assessment / Information Gathering

- Conduct discussions (in person or by telephone) with key elected and other officials to:
 - Develop a description of the ideal candidate,
 - Learn the issues the next County Administrator will face,
 - Gather materials and information to share with potential candidates,
 - Understand what compensation package the County is prepared to offer, and
 - Develop and finalize a project schedule.
- Develop materials we can utilize to recruit candidates.

Phase II: Candidate Recruitment

- Actively search for, identify, and recruit outstanding candidates whom we feel are best suited for the position.
- Distribute the recruiting materials to appropriate publications and websites, including our own.

Engagement Letter - Dougherty County - County Administrator Search, February 1, 2024

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Phase II (continued)

- Consult our database of strong candidates, contact them and encourage them to apply.
- E-mail the advertisement to our database of local government managers.

Phase III: Candidate Review and Selection of Finalists

- Resumes will be screened, and we will narrow the list to six to ten semi-finalists who we believe are most qualified.
- We will conduct thorough reference, media, and background investigations on the selected semi-finalists. It should be noted that, when we conduct our investigations, we do not simply accept the references the candidates suggest. We tell the candidates whom we want to speak with. These might include elected officials, members of the local press, community leaders, peers, and subordinate employees. Our goal is to get comments from six to ten references. We also conduct criminal, civil, driver license, media (traditional and social), and credit checks, and we verify employment history and education. We believe these should be done early in the process to avoid embarrassment after a selection has been made.
- We will recommend six to ten top candidates to the County and review their credentials with the Commission. Along with our recommendations, we will provide a complete package with the results of our background work electronically.
- We will coordinate the process to select the candidates the Commission desires to interview.

Phase IV: Interviews and Selection

- We will recommend and coordinate the interview process and attend the actual interviews.
- We will suggest a series of questions to assist the County in evaluating the finalists.
- Once the interviews are completed, we will provide any additional information the County may wish and assist in any way the County desires in making the final determination.

Phase V: Employment Negotiation

- If requested, we will provide assistance in the negotiation of a contract with the selected candidate.

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A suggested project schedule is attached. We anticipate our work will be completed within 90 days unless the County requests the period be extended.

Section B: Principal Staff to Be Assigned to the Recruiting Effort

- Colin Baenziger, Principal and Owner, will serve as the Co-Project Manager for the recruitment effort,
- Scott Krim, Senior Consultant, will serve as Deputy Project Manager for the recruitment effort. He will be involved in every aspect of the recruitment (particularly the review of the project plan and the candidates) and as support / back-up to Mr. Baenziger;
- Lynelle Klein, Vice President for Operations, will be primarily responsible for the actual recruitment, primarily through networking, and will oversee the background investigations; and
- Ron Williams, Senior Vice President, will serve as a project advisor, and provide additional support.

Section C: Fee

Firm, fixed price of \$38,500, which includes all expenses, except those associated with bringing the candidates for the interviews. Bills will be rendered as the search progresses and due at the end of each phase as follows:

Phase	Cost
I. Needs Analysis / Information Gathering	\$ 4,000
II. Recruiting	18,000
III. Candidate Screening	13,000
IV: Coordination of Interviews and Administrator Selection	2,500
V: Contract Negotiation & Warranty	1,000

Section D: Warranty

Provided the elected officials select from among the candidates we recommend, we warrant the following:

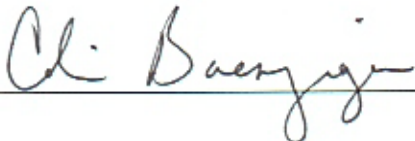
- We will not approach the selected candidate for any other position as long as the individual is employed as your County Administrator.
- If the selected individual leaves for any reason other than an act of God (for example, total incapacitation or death) within the first year, CB&A will repeat the search for the reimbursement of our expenses only.
- If you are not satisfied with any of the candidates we present, CB&A will repeat the search until you are satisfied.

Engagement Letter - Dougherty County - County Administrator Search, February 1, 2024

- Our price is guaranteed and will not be exceeded for any reason, even if conditions change after the contract is executed.

Assuming the County agrees that this letter provides a basic understanding of the work to be performed in this engagement, please indicate the County’s acceptance by signing below so that we can begin our efforts.

Sincerely,



Colin Baenziger
Principal

For the County:

Signature Title Date