

Town of Youngsville
P. O. Box 190
134 US 1A South
Youngsville, NC 27596
(919) 556-5073
Fax (919) 556-0995
Townyngs@townofyoungsville.org

MINUTES

MAY 15, 2017

7:00 PM

WORK SESSION

YOUNGSVILLE COMMUNITY HOUSE

Mayor Fonzie Flowers called the Work Session of the Town of Youngsville Board of Commissioners to order at 7:00pm. In attendance were Commissioners Graham Stallings, Catherine Redd, Larry Wiggins, and Terry Hedlund. Commissioner Joseph Johnson was unable to attend. Also in attendance were Town Administrator Bill Tatum and Town Clerk / Tax Collector Emily Hurd.

The first item on the agenda was a presentation by Hartwell Wright, NCLM, on the process of hiring a new Town Administrator. Mr. Wright gave the Board a package containing an outline of the subjects he would be talking about and several attachments as examples of those subjects.

Mr. Wright stated that it would be the Town's responsibility to recruit, assess the applicants and then hire a new Town Administrator. He stated that there were options of having the Board, Staff or a firm handle this process. Mr. Wright reminded the Board that the Work Sessions were open to the public but discussions of personnel were to be handled in Closed Session.

Mr. Wright stated that the Town Administrator was one of the most important staff members as they are the face of Youngsville, especially with employees and citizens.

Mr. Wright explained that the Board needed to schedule a Work Session to discuss what they want in a Town Administrator. They need to build a profile and select the most important criteria needed before advertising. Mr. Wright gave hints on words to avoid in the advertisement.

Mr. Wright stated that the process would take approximately six months. This allows for various publication dates, resume's to arrive, interviews to be conducted, and notice to current employer for the newly hired applicant. He stated that the salary range was based on population alone (under 2,500) and should be approximately \$75,000 to \$85,000. Mr. Wright stated that you pay for what you want.

Mr. Wright gave examples of the best places to advertise and included local papers. He stated that we did not need to use the statewide papers and should instead focus on local government oriented publications. Mr. Wright noted that the local media would want to be kept apprised of the process, which is fine as long as individual names are not used. He also stated that it was best not to use an end date on the advertisement but to say "open until filled". Mr. Wright stated that the Board needed to delegate which Staff

would be receiving the resumes as they came in. He explained that they would need to log in the resume and make copies or scans for the Board. Mr. Wright stated that a timeframe needed to be set to review the resumes and compare them to the profile that the Board created for the advertisement. He explained that there would be three categories of applications; applications that do not match the profile / criteria, applications that include some but not all criteria and applications that match best.

Mr. Wright stated that the Town needed to send a letter to each applicant acknowledging the receipt of their application and thank them for their interest. He stated that it was probably best to have the Mayor sign these letters. After reviewing the applications, if they do not match the profile, a letter should be sent that they are no longer under consideration. The remaining applications can then be sorted and if they are still under consideration, send a letter asking for more information and have them fill out a Town Application. Mr. Wright stated that a salary history should be included in the request. He stated that Attachment A had some questions that can be used to get a better feel about the applicant.

Mr. Wright stated that once all of this had been accomplished, then the Board would need to narrow the list down to five to seven applicants. He noted that if the applicant lived too far away, online programs such as Skype can be used to conduct the interview. Mr. Wright reminded the Board to allow ample time for the interview, preferably one to two candidates per day. He recommended discussing the interview process with the Town Attorney to make sure that the Open Meeting laws are being met while conducting private interviews. Mr. Wright also wanted to bring to the Board's attention that the applicants may have family and the Board would need to see to their needs as well. Conducting a tour of available homes, schools, churches, library, etc. should be done during the interview process.

Mr. Wright stated that there should be an agenda of the interview process for both the Board and the applicant. He stated that questions should be predetermined and asked by the same Commissioner for each applicant. Mr. Wright also suggested using a crisis situation or real life scenario to see how the applicant would handle themselves on the job.

Mr. Wright stated that once the interview had been completed, the Board would need to complete an evaluation form while the interview is still fresh. Once all interviews have been completed, the Board will need to discuss the applicants and narrow down to the one they wish to hire. He stated that after the Board has made their decision, they would need to do a background check. Mr. Wright explained that this needed to be done by a firm that handles this type of background check instead of using our Police Department. He recommended checking federal and every state that the applicant has lived in as well as looking into their financial, driving, and work histories. Mr. Wright reiterated how important a thorough background check is.

Mr. Wright stated that once the background check was done and the Board has agreed on the applicant, the Mayor needs to extend an offer by phone to make sure that the applicant is still interested. After the Mayor has determined that the applicant is still

agreeable to working for Youngsville, a formal vote on the applicant needs to be done. Mr. Wright stated that a contract needs to be drawn including all of the specifications of the offer. A vote to hire the applicant does need to be done in the open portion of the Board Meeting though the salary and benefits can be discussed in Closed Session. Mr. Wright explained that most Town Administrators would want a severance package included in their contract because the Town Administrator works at the pleasure of the Board. There are always concerns that after an election, the incoming Board may not want to keep them onboard. Mr. Wright did remind the Board that if the Town Administrator was fired with due cause, then the severance package would be null.

Mr. Wright stated that the Youngsville area has positive growth and that will attract younger applicants, some fresh out of college. He explained that most of the time, they will work hard to prove themselves but they lack experience and may make mistakes. Mr. Wright stated that the Board could help coach / train a new Town Administrator but they need to understand that there are some issues that come with an untrained Town Administrator. He stated that an area such as ours would also attract retirees but they would probably not want to work full time though they would have the experience needed.

Mr. Wright stated that the Board needed to set a Work Session to discuss the criteria needed and then allow for thirty days for the advertisements to go out.

After a brief discussion the Board decided to schedule a Work Session for Monday, May 22, 2017 at 7pm at the Youngsville Community House. Mayor Flowers stated that they would discuss the criteria needed and the in-house process for the resumes. Commissioner Hedlund stated that he would be out of town but would participate over the phone if possible.

The meeting adjourned at 8:17pm.