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MINUTES

MAY 22, 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 discussion of desired qualifications and to set the procedure for hiring a new Town Administrator.

Hurd went through the items in the packet that included samples of letters and checklists, as well as the Town's current job description of Town Administrator duties and two advertisements from Madison and Williamston for a Town Manager.

There was a brief discussion of possibly separating the Finance Officer duties from the Town Administrator, though the Town Administrator would still be responsible for creating and maintaining the Budget and payroll. The option of contracting out the financial duties was also discussed.

The Board listed out all of the qualifications that they were interested in and noted that the Madison advertisement listed most of them nicely. Commissioner Redd stated that we needed to focus more on the Town Administrator duties instead of the financial side. Tatum stated that the applicant would need to be able to handle the growth of the area, including parks and recreation. He stated that a degree in Public Administration would be helpful as they would be trained for this area of management.

After a brief discussion of the qualifications that the Board was looking for, Commissioners Hedlund and Wiggins, Policy Committee, stated that they would update the job description in the Personnel Policy. Commissioner Redd stated that she would write the advertisement using the Madison and Williamston advertisements as a blueprint.

The Board decided they did not want to use a committee of two Commissioners to narrow down the applicants. They decided that the applications would be mailed to Town Hall, attention to the Town Clerk. After they have been received, staff would create a file for each applicant and keep a spreadsheet to log in each resume. Once the application has been received, a scanned copy of each resume would be sent to the Board for their perusal. The Board would then respond and their comments would be noted on

the spreadsheet. Letters would be sent to each applicant acknowledging receipt of their application and upon a negative notation by the Board, a letter will be sent notifying the applicant that they are no longer under consideration.

Mayor Flowers stated that once the Policy has been updated, we will call another Work Session to discuss the changes before bringing it before the Board for adoption.

The meeting adjourned at 7:54pm.