

TOWN OF BROADWAY
BOARD OF COMMISSIONERS
MEETING
MINUTES
JUNE 30, 2014

A special meeting of the Board of Commissioners was held on Monday, June 30, 2014 at 7:00 p.m. at the Council Chambers, 102 East Lake Drive, Broadway, North Carolina.

Board members present were Mayor Donald Andrews, Commissioners Tommy Beal, Woody Beale, Jim Davis, Lynne Green, and Janet Harrington. Also, Town Manager Bob Stevens and Town Clerk Laura Duval were present.

The meeting was called to order by Mayor Andrews. The Town Manager gave the invocation, which was followed by the Pledge of Allegiance.

Commissioner Green made the motion to accept the Agenda as presented. The motion was seconded by Mayor Pro Tem Beal. Motion carried unanimously.

Commissioner Davis made the motion to accept the minutes from the June 9 closed session and keep them sealed until the issue is resolved. The motion was seconded by Mayor Pro Tem Beal. Motion carried unanimously.

Mayor Andrews introduced Hartwell Wright, HR Specialist, with the NC League of Municipalities. He was accompanied by Lisa Kinsey, Member Services Coordinator. Mr. Wright informed the Board that an interim Town Manager must be appointed until Mr. Stevens comes back part time. The Board can appoint anyone except an elected official. Mr. Wright stated there is a thin pool of managers available. There are a little over 400 managers in the state, and 40 postings were on line this morning. He encouraged the Board to handle the hiring process professionally in order to get the better candidates.

Mr. Wright presented and reviewed an outline format on selecting a Town Manager. Each Board member received a packet of information to aid in the hiring process. Mr. Wright explained the roles of the League and the Town, the importance of the selection process, agreement on what the Board wants in a manager and agreement on the time frame/procedure for selection.

Sample supplemental and interview questions, interview format and an evaluation form were contained in the packet. Mr. Wright explained the phases of the hiring process in detail. He suggested the Board require a cover letter, resume and a Town application from applicants. Mr. Wright advised the Board to conduct a complete

and thorough background investigation on the finalist. He recommended securing a professional firm to perform a complete and thorough driver's license, financial and criminal background investigation with federal and states. When the Board has made a decision, Mayor Andrews should speak with the finalist. Offers and negotiations may have to be made. When an agreement is reached, Mr. Wright advised that the Town Attorney should draft an offer letter to the finalist. Once the candidate accepts the offer in writing, the Town Attorney should draft an employment contract. The Town Manager's contract is public record.

Mr. Wright explained the Board can go into closed session to review the qualifications of candidates, but the Board must vote to hire the Town Manager in open session. Mr. Wright offered his assistance to the Board throughout the hiring process. They can reach him by phone at anytime.

Mayor Andrews presented and reviewed a sample ad that he drafted based on ads in Southern Cities. The Board agreed that salary will be based upon education and experience. Mayor Pro Tem Beal made the motion to accept the draft of the ad with a change in wording from desired to preferred. The motion was seconded by Commissioner Harrington. Motion carried unanimously.

The Mayor met with Crystal Morphis and they discussed a letter of engagement for consulting on an hourly basis of \$175/hr not to exceed \$2,000. Ms. Morphis will assist with fine tuning and placing the ad, developing a scoring mechanism based on the candidate profile and securing a firm to conduct background checks. Commissioner Green made the motion to engage Crystal Morphis and Creative Consulting on the terms agreed upon not to exceed \$2,000. The motion was seconded by Commissioner Davis. Motion carried unanimously.

Mayor Andrews presented and reviewed a timeline for the Town Manager search. The Board was in agreement with this schedule.

Regarding the position of an interim Town Manager, the Mayor recommended that the Town Clerk serve in that position until Mr. Stevens can return to work part time. The Board will consider this recommendation at the September meeting.

The deadline to apply for the position of Town Manager will be September 2, 2014. The Ideal Candidate Profile, which was discussed at the May 19 meeting, will be forwarded to the Board. The Town Clerk will scan resumes to the Board periodically.

With no further business to come before the Board, Commissioner Davis made the motion to adjourn the meeting. The motion was seconded by Mayor Pro Tem Beal. Motion carried unanimously to adjourn.

Donald F. Andrews
Mayor

Laura K. Duval
Town Clerk