

**MINUTES OF THE
SUMMERFIELD TOWN COUNCIL
SPECIAL CALL MEETING
SUMMERFIELD COMMUNITY CENTER
November 2, 2011
6:30 PM**

NOTE: The official minutes are a CD recording of the meeting. The following is a summary of the events of the meeting.

The meeting was called to order at 6:30 pm by Mark Brown.

PRESENT:

Council:

Mark Brown, Mayor
Dena Barnes, Pro Tem
Alicia Flowers
John Wray
Bob Williams

Staff:

Michael Brandt, Town Manager
Dana Luther, Finance Officer
Valarie Halvorsen, Town Clerk

Williams made a motion to formally excuse Dianne Laughlin. The motion was seconded by Flowers and carried unanimously.

Brown introduced Harwell Wright of the North Carolina League of Municipalities who would conduct an information session on the process of hiring a manager.

Presentation – Hartwell Wright

Mr. Wright began with general information, stating the Council must hire an interim manager until a new manager is hired. The statutes state the municipality must be actively recruiting from the time period the interim manager is appointed. He stated the basic process involves the following: recruitment – casting a wide net for candidates, assessment – evaluating the candidates, and hiring – putting together an employment package. He noted that in most towns similar in size, the entire board participates in the hiring process. Wright distributed a handout that discussed the process, beginning with coming to agreement on what is wanted in a manager (such as levels of experience and education and special qualifications and skills) and the hiring procedure itself, including the following: timeframes, salary and benefits, advertising options, screening/evaluation process, interview process, and finally selecting a candidate and making an offer.

Wright recommended, and Council agreed, that it would be beneficial to advertise in the local newspaper (NorthWest Observer) in addition to other publications in which the ad has already been placed. It was decided by consensus to send out a press release when the interim manager is appointed, which may draw more interest and attention to the position to be filled.

There was discussion about requiring each candidate to complete an employment application, and asking each candidate to answer supplementary questions using no more than one page to

answer each in order to gauge writing skills and other candidate characteristics. The next step is narrowing the field to 5 to 7 top candidates and then to begin checking references. As it is likely that candidates may come from locations outside of North Carolina, available technology allows for personally "meeting" the candidates before making a decision as to who should be interviewed in person. When making such a selection, it is best to provide much information about the Town, its government, and what will happen during the meeting, and the meeting location should be comfortable, not rushed, and with limited interruptions and distractions. It is also recommended that interview questions are agreed upon and prepared before the interview, that one person should be selected to ask the questions, and that an evaluation be completed immediately following the interview. When an agreement is reached regarding a candidate preference, background checks should begin at once, and if favorable, an offer is then made.

There was also discussion of the impact of the upcoming election, and the impact of potential new council members on the process.

Brown read the reason for entering Closed Session:

CLOSED SESSION

A) consider the qualifications, competence, performance, character, fitness, conditions of appointment or conditions of initial employment of an individual public officer or employee or prospective public officer or employee as provided under NCGS 143-318.11(a) (6).

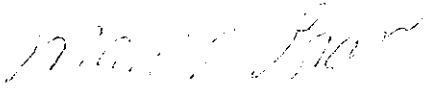
Barnes made a motion to enter into Closed Session and read the reason as stated above, at 7:43 pm. The motion was seconded by Williams and carried unanimously.

Barnes made a motion to return to Open Session at 8:43 pm. The motion was seconded by Flowers and carried unanimously.

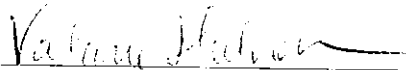
OTHER BUSINESS

Flowers made a motion to approve December 2, 2011 as Brandt's last official day of work. The motion was seconded by Williams and carried unanimously.

With no further business before the Town Council, a motion to adjourn was made at 8:47 pm by Wray. The motion was seconded by Williams and carried unanimously.



Mark E. Brown, Mayor



Valarie Halvorsen, Town Clerk