



## **AGENDA**

**Henderson City Council Special Called Meeting**

**Tuesday, 14 October 2014, 6:00 p.m.**

**R. G. (Chick) Young, Jr. Council Chambers, Municipal Building**

**134 Rose Avenue**

**Henderson, North Carolina**

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### **Mayor and City Council Members**

Mayor James D. O'Geary, Presiding

Councilmember James C. Kearney, Jr.

Councilmember Sara M. Coffey

Councilmember Michael C. Inscoc

Councilmember D. Michael Rainey

Councilmember Brenda Peace-Jenkins

Councilmember Garry D. Daeke

Councilmember Fearldine A. Simmons

Councilmember George M. Daye

### **City Officials**

A. Ray Griffin, Jr., City Manager

D. Rix Edwards City Attorney

Esther J. McCrackin, City Clerk

### **I. CALL TO ORDER**

### **II. ROLL CALL**

### **III. NEW BUSINESS**

*a)* Consideration of Presentation by Mr. Hartwell Wright, Human Resources Specialist, NC League of Municipalities Regarding the Recruitment and Selection Process for a New City Manager.

*b)* Closed Session pursuant to G.S. 143-318-11(a)(6) Regarding a Personnel Matter.

### **IV. ADJOURNMENT**



## **City Council Minutes Special Called Meeting 14 October 2014**

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### **PRESENT**

Mayor James D. O'Geary, Presiding; and Council Members James C. Kearney, Sr., Sara M. Coffey, Michael C. Inscoe, Brenda Peace-Jenkins, Garry E. Daeke, Fearldine A. Simmons and George M. Daye.

### **ABSENT**

Council Member D. Michael Rainey (*Clerk's Note: Mr. Rainey had a prior commitment which prevented him from attending this Special Called meeting.*)

### **STAFF PRESENT**

City Manager Ray Griffin, City Attorney D. Rix Edwards, City Clerk Esther J. McCrackin, Assistant City Manager Frank Frazier, Finance Director Kathy Brafford, Engineering Director Clark Thomas and Human Resources Director Cathy Brown.

*(Clerk's Note: As of 1 October 2014, D. Rix Edwards became the City Attorney and he was officially sworn in prior to this meeting by the City Clerk so he could begin his official functions)*

### **CALL TO ORDER**

The 14 October 2014 Special Called Meeting of the Henderson City Council was called to order by Mayor James D. O'Geary at 6:00 p.m. in the R. G. "Chick" Young, Jr. Council Chambers, Municipal Building, 134 Rose Avenue, Henderson, NC.

### **ROLL CALL**

The City Clerk called the roll and advised Mayor O'Geary a quorum was present. Before beginning the new business, the City Clerk advised a consult with the City Attorney would be added to the Closed Session, pursuant to G.S. 143-318-11(1)(3).

## NEW BUSINESS

### **Consideration of Presentation by Mr. Hartwell Wright, Human Resources Specialist, NC League of Municipalities Regarding the Recruitment and Selection Process for a New City Manager.** *(Reference: None)*

The Mayor welcomed Mr. Hartwell Wright from the NC League of Municipalities (League) who is present to provide a suggested process for the Mayor and Council to follow in its search for a new City Manager.

Mr. Wright brought greetings from several League workers and said it was a pleasure to be presenting to so many council members that he knows. He distributed a packet of information outlining the selection process and strongly encouraged Council to follow the steps he suggest and to stay focused on the process. He first reminded the Mayor that according to statutory regulations (NCGS 160A-150 of Chapter 160A, Article 7, Part 2) an Interim City Manager must be set in place until a City Manager is hired. Mr. Wright then provided some statistics to help Council understand the current competition by saying as of yesterday, thirty (30) communities in North Carolina presently looking for managers. So he encouraged professionalism in every aspect of the process.

Mr. Wright went on to say the overall process involves recruitment, assessment and the hiring process. Before beginning the process he encouraged Council to meet to decide 1) who does what; 2) whether the applicants will be held in confidential (if not the General Statues requires each candidate be notified that the information will be public and given the opportunity to withdraw before the release of information) rand 3) who will conduct the search. Mr. Wright suggested Council consider accomplishments, look for candidates who will continue on the same path and provide strengths to move forward. He said councils utilize a facilitator helpful to say focused during this process. He also emphasized that certain words/phrases not be used in the recruitment process such as must/required. Mr. Wright said “preferred” is most acceptable.

Other points presented were where to place advertisements, establishing a fair salary, letters of acknowledgment to everyone interested in the position, and compiling a questionnaire to be returned with the City’s formal application. Here again, Mr. Wright strongly suggested the City hire an outside firm to do a complete background check. He also encouraged use of electronics such as Skye to narrow the field of candidates.

When the field has been narrowed to 5-6 candidates, Mr. Wright suggested a written letter from the Mayor outlining the interview process and to include a spouse/significant other as appropriate --- showcasing the City. He said it is very important that each candidate be asked the same questions by the same person with the same intensity. It would also be appropriate to ask the candidate to “role play” either in writing or in person so Council can ascertain his/her skills in dealing with citizens/staff.

The Mayor should make a verbal offer with salary and terms once Council decides on a final candidate. Negotiations may occur and Mr. Wright said the official offer letter and contract should come from the City Attorney.

Lastly, Mr. Wright suggested Council keep the media informed of its process so citizens will understand the process and steps being taken while keeping the entire process confidential.

Mayor O'Geary thanked Mr. Wright for his detailed presentation and asked Council for questions.

Council Member Kearney asked about the advisor role. Mr. Wright said normally the advisor is the Interim City Manager. Council Member Coffey asked about the background checks. Mr. Wright said using an outside firm is best. Council Member Inscoe commented that this is a daunting process which will be arduous and said he hopes the proper person is selected. Mr. Wright agreed and said if none of the candidates fit the profile created by Council the process should start all over again rather than hire the wrong person. Council Member Peace-Jenkins said she, like others, have gone through this process before and thanked Mr. Wright for an excellent presentation. Council Member Daeke said following the process is important and the steps as outlined will certainly help. Council Member Simmons felt it was a very thorough review of what is needed. Council Member Daye expressed his desire to find the right fit. City Manager Griffin said he appreciated Mr. Wright's guidance.

Mayor O'Geary said the information will be very useful and asked if there were no further questions if Council was prepared to go into Closed Session. He stated there will be a report following the session.

## **CLOSED SESSION**

Council Member Coffey moved for Council to convene in closed session pursuant to G.S. §143-318.11(a)(6) for a Personnel Matter. Motion seconded by Council Member Inscoe and unanimously approved.

Council Member Peace-Jenkins moved for Council to convene in open session. Motion seconded by Council Member Daeke and unanimously approved.

## **REPORT**

### **Designating Mr. Edward A. Wyatt As the City of Henderson, North Carolina Interim City Manager. (Resolution 14-83)**

City Manager Griffin reported that after discussion in closed session, pursuant to General Statute 160-A-150, Article 7, Part 2, Council wishes to designate a qualified person to exercise the powers and execute the duties of City Manager until the position is filled. In that light, Council has decided to ask Mr. Edward A. Wyatt, who served as Interim City Manager in Henderson from November 2007 to September 2008 to again serve in this capacity until a City Manager is hired.

Mr. Wyatt said he is delighted to have the opportunity to return to Henderson and will do his best for the City. He looks forward to working with those he already knows and becoming familiar with new Council Members and staff.

There was no discussion and Mayor O'Geary called for the pleasure of Council.

Council Member Kearney moved the approval of Resolution 14-83, *Designating Mr. Edward A. Wyatt as the City of Henderson, North Carolina Interim City Manager*. Motion seconded by Council Member Peace-Jenkins and APPROVED by the following vote: YES: Kearney, Coffey, Inscoe, Peace-Jenkins, Daeke, Simmons and Daye. NO: None. ABSTAIN: None. ABSENT: Rainey.

There was no further discussion and Mayor O'Geary asked if Council was prepared to recess until Monday, 20 October 2014 at 6:00 p.m.

### **RECESS**

Council Member Inscoe moved for recess this meeting until Monday, 20 October 2014 at 6:00 p.m. Motion seconded by Council Member Coffey, and was unanimously approved. The meeting adjourned 8:32 p.m.

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James D. O'Geary  
Mayor

***ATTEST:***

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Esther J. McCrackin  
City Clerk



**City Council Minutes**  
**Recessed Special Called Meeting from 14 October 2014**  
**20 October 2014**

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**PRESENT**

Mayor James D. O'Geary, Presiding; and Council Members James C. Kearney, Sr., Sara M. Coffey, Michael C. Inscoc, D. Michael Rainey, Brenda Peace-Jenkins, Garry E. Daeke, Fearldine A. Simmons and George M. Daye.

**ABSENT**

None.

**STAFF PRESENT**

City Manager Ray Griffin, City Attorney D. Rix Edwards, City Clerk Esther J. McCrackin, and Assistant City Manager Frank Frazier.

**CALL TO ORDER**

The 20 October 2014 *Recessed* Special Called Meeting of the Henderson City Council was called to order by Mayor James D. O'Geary at 6:00 p.m. in the R. G. "Chick" Young, Jr. Council Chambers, Municipal Building, 134 Rose Avenue, Henderson, NC.

**ROLL CALL**

The City Clerk called the roll and advised Mayor O'Geary a quorum was present.

Mayor O'Geary began the meeting by asking if Council was prepared to go back into the Recessed Closed Session.

*(Clerk's Note: Council Member Daye arrived at 6:12 p.m.)*

**CLOSED SESSION**

Council Member Rainey moved for Council to convene in closed session pursuant to G.S. §143-318.11(a)(6) for a Personnel Matter. Motion seconded by Council Member Peace-Jenkins and unanimously approved.

Council Member Inscoe moved for Council to convene in open session. Motion seconded by Council Member Rainey and unanimously approved.

**ADJOURNMENT**

Council Member Peace-Jenkins moved to adjourn this meeting. Motion seconded by Council Member Daeke, and was unanimously approved. The meeting adjourned 7:02 p.m.

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James D. O'Geary  
Mayor

**ATTEST:**

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Esther J. McCrackin  
City Clerk

