

MINUTES

COUNCIL FINANCE & HUMAN RESOURCES COMMITTEE

Monday, January 3, 2022 – 9:00 AM

City Hall Council Chambers

Members Present: Aaron Baker, Chair, Council Member
Mac Morrow, Vice Chair, Council Member
Steve Harrell, Interim City Manager
Dean Luebbe, Finance Director
Kelley Craig, Human Resources Director

Staff Present: Denise Hodsdon, Executive Assistant

A. Welcome & Call to Order

Committee Chair Aaron Baker welcomed everyone and called the meeting to order at 9:04 AM.

B. Certification of Quorum

Quorum was certified

C. Approval of Minutes of December 16, 2021 Meeting

Motion by Mr. Morrow, seconded by Ms. Craig to approve the December 16, 2021 meeting minutes as presented. The motion carried unanimously.

D. Proposed Classification and Compensation Study

Ms. Craig thought that it may be too soon to do the study now. She feels it would be best to start later in the year with a recommendation going to City Council for a January 1, 2023 implementation. There was consensus to postpone this item to a future meeting.

E. Review Proposals from Executive Search Firms

Ms. Craig informed the committee that the City received five proposals in response to the RFP for an executive search firm to assist with the search for a new City Manager. She noted that the firms all offer something a little different and she provided the attached spreadsheet for the committee's review. During discussion, there was consensus to choose Baker Tilly if they could adjust their timeline up a month. Ms.

Craig said she would call them to see if that would be possible. Motion by Mr. Morrow, seconded by Mr. Luebbe to direct the Human Resources Director to contact Baker Tilly and ask if they are able to accelerate their timeline for interviews to April 15th. The motion carried unanimously. Miss Craig will report back to the Committee via email following her conversation with Baker Tilly.

Additional Comments:

Mr. Luebbe mentioned that the City processes anywhere from 50 to 100 AP checks each week which require dual signatures of authorized personnel and is currently being done with handwritten signatures. He informed the committee that state statute allows for the use of stamped or pre-printed signatures on checks and he would like to move in that direction. He explained that it would require a resolution by City Council to do that. Mr. Harrell explained that this is standard practice by many local governments across North Carolina and it would help the City to gain greater efficiency in its finance operations. There was consensus to take this to City Council at the January 18th meeting.

F. Set Date for Next Meeting

No date was set for the next meeting. It was decided that the Finance and Human Resources Committee will meet again when needed.

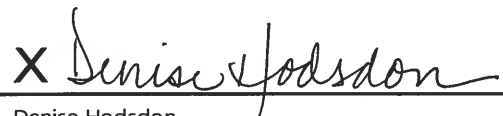
G. Adjourn

There being no further business, the meeting was adjourned at 10:04 AM.

X 

Aaron Baker
Chair, Council Member

Minutes Approved: May 16, 2022

X 

Denise Hodsdon
Executive Assistant

Company	Based out of	Recruitment Manager	Proposed Timeline	Cost of Project	Performance Guarantee	Notes	Notable Exp
Bakertilly	Tysons, VA	Anne Lewis	Page 16 - has interviews being done week of May 16th - about 120 days	\$24,500 all inclusive - 3 onsite visits to the City of Brevard included along with advertising costs.	Guarantee for 12 months against termination or resignation for any reason or come back to fill the position for no additional professional fee.	Process involves some unique components - recorded interviews, leadership assessments, etc.	Extensive work - Carrboro, NC, Salisbury, NC (current), Asheville, NC, Morehead City, Greensboro,
Developmental Associates	Raleigh NC	Steve Strauss & Heather Lee	Pg. 9- 11 - (approx. 60-80 days) first level screening to Board on day 36 - 38 in closed session , second level screening on day 50-52, assessment center day 65-66, Final evaluation day 67 then background investigation and offer.	21,000 - does not include an onsite consultant visits or onsite process except final interviews. Does not include final candidate travel. Does not include Eqi or Coaching. Does not include Background. Total more like \$25,000.	If select candidate does not continue employment for at least one year of service, DA pledges to provide all of the services originally agreed upon for no additional charge other than expenses, such as Eqi and advertising.	Assessment Center Process, Eqi Suggesting they would do all the services virtually other than interviewing the finalists in person. City would have to place own advertisements once they have been developed for any member based organizations.	Extensive work in NC in last 5 years
GOV HR	Northbrook Illinois	Kathleen Rush, Lane Bailey	pg. 9 90-120 days	22,500 (not including consultant or candidate travel)	No fees if candidate not selected from initial group of recommended candidates. Only advertising costs will be paid for by City and any reimbursable consultant travel costs. After appointment, If candidate leaves within first 12 months they will conduct one additional recruitment for the cost of expenses and announcement only.	Female owned firm. Part of project team will include recently retired City of Salisbury City Manager who has extensive contacts in NC as well as other Managers through ICMA membership.	No NC experience but many others of similar size in east USA. Hired NC retired City manager Lane Bailey so moving into NC market.
Slavin Management Consultants	Atlanta Georgia	Robert Slavin, Barbara Lipscomb, David Krings	Pg6- 60-90 days should be interviewing finalists between 45-60 days - (stated should about 12 semi-finalists and 5 final candidates)	Projected at \$24,149 - to include travel for three trips to Brevard by SMC consultants. If more than three trips required, the City will be invoiced for the additional amount. Also does not include Candidate Travel costs.	Guarantee the work and will redo the search of the position is vacated, for any reason, within two years of the employment date of a candidate selected by the City Council through our efforts. (?? About cost associated with this though)	Will meet with City Council and Manager after hire to set performance expectations and goals for the position. And will do follow up within the first year.	Buncombe County Manager, Greenville NC City Manger, Corpus Christi TX City Manager, Evans Co, Georgetown SC, Harnet County SC,

David Gomez	Oak Brook, IL	David Gomez, Kelly Collins, ??? Not clear	70 days or less	25% of position average salary - excludes all travel and expenses for candidates' interviews. 25% of 125,000= 31,250	If the hired candidate discontinues his or her employment with client for any cause within 12 months, DGP will refill the vacant position at no additional cost to CLIENT.	Will stay in close contact with all parties to address any difficulties at 30, 90, 180 and 360 days to address any potential difficulties and ensure a smooth transition.	No work in NC
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