

MINUTES
LINCOLN COUNTY BOARD OF COMMISSIONERS
MONDAY, MAY 9, 2013

The Lincoln County Board of County Commissioners met May 9, 2013 at the Citizens Center, Commissioners' Room, 115 West Main Street, Lincolnton, North Carolina, at 6:30 P.M.

Commissioners Present:

Alex E. Patton, Chairman
Carl E. Robinson, Jr., Vice Chair
James A. Klein
Carrol D. Mitchem
Cecelia A. Martin

Others Present:

David Nicholson, Outreach Associate
Amy S. Atkins, Clerk to the Board

Call to Order: Chairman Patton called the May 9, 2013 work session of the Lincoln County Board of Commissioners to order, which was recessed from May 6, 2013.

Mr. David Nicholson, Outreach Associate with the North Carolina Association of County Commissioners, introduced himself and reviewed his role, as well as that of the NCACC in Manager Recruitment Assistance.

Mr. Nicholson said recruiting/selecting a manager is one of the most important decisions that a board will make. While a Board provides policy and political leadership for the community, a good manager brings policy problems/issues to the Board; develops alternatives and then implements your policies. A Manager provides administrative leadership on a daily basis

The Board's job throughout the process is to provide strong and consistent political leadership, well organized and coordinated recruitment process, have a plan for an interim (if necessary), develop and follow, within reason, a timetable, understand where you are in various important projects.

Mr. Nicholson said the vacancy has been announced and the Clerk has placed the ads with NCACC, ICMA, and NaCO. He has also spoken to several interested parties. He said the Clerk will be collecting applications and he will be glad to assist in any way with screening, etc. Mr. Nicholson said the Board needs to appoint an Interim Manager until a manager is hired.

Mr. Nicholson stressed that confidentiality is a very important consideration in this recruitment. Applicants are concerned about potential damage to current position. He asked for a confidentiality agreement to be drafted if he will be assisting with the applications.

Mr. Nicholson suggested mailing letters to all applicants notifying them of receipt of their application. He also suggested developing a system to screen all applicants and a job profile with criteria for questions/selection.

Mr. Nicholson said the Board needs to decide on how to screen applications to select the interview pool. This could include all Commissioners, a committee of Commissioners, or himself along with staff. He stressed that all applications are available to all Commissioners and they are welcome to see them at any time, even if they are screened down.

He suggested screening the applications by certain criteria, then narrowing the size of the group down to ten or fifteen for the Board to narrow down to 5 to interview.

Mr. Nicholson said he will develop interview questions based on the profile. He said information packets should be mailed to interviewees, with information such as: information on Board Members, budget, Organizational Chart, Adopted – Goals/Priorities, last couple of months board minutes, if not on Web, and Community Information.

Mr. Nicholson reviewed the process for setting up interviews, including who will confirm with the persons selected as finalists. He said a letter should be mailed to those applicants advising them as to the nature of the interview process including dates and times. He said the Board should be willing to pay reasonable travel expense and offer staff assistance for scheduling of hotel rooms, etc. He asked the Board to consider the location of interviews and a holding area for applicants.

Mr. Nicholson said during the interview process to use open ended questions, ask follow up questions based on response, make decisions about who is going to ask what questions (Chair or all), understand this is their chance to impress and yours too, and plan for about 1 hour – keeping the atmosphere relaxed.

Hopefully, the interview process will help narrow the field to 1 or 2 persons. At that point, references will need to be checked, both formally and informally.

The Board will need to consider the following issues for contract negotiation:

- a. Salary
- b. Severance Pay
- c. Vehicle/Travel Allowance
- d. Retirement Plan – payments to 457b or 401k

- e. Insurance – what is county policy?
- f. Vacation – based on past experience
- g. Sick Leave (may want to transfer because of NC Retirement)
- h. Membership dues and Conference attendance
- i. Moving Expenses
- j. Housing (Understand housing issues)

The Board reviewed the time table and agreed to start moving forward by June 1 with an update at the June 3 meeting. By August 30, they would like to have a new Manager hired.

Mr. Nicholson explained why a job profile is a good tool in the search by providing the Board with the opportunity to evaluate applicants/candidates for a manager position and allowing the Board to think about and document what it believes are the most important qualities in a manager. He said each community has different needs and issues. It also serves as an evaluation tool that the Board can use to rank the persons for qualifications to be interviewed and to develop interview questions.

The Board completed the Manager Profile survey with the results as follows:

Section 1

A. Relevant Education

1.	Bachelors Degree	20
2.	Masters Degree	16
3.	Credentialed Manager	17

B. Experience

1.	County Experience	23
2.	Municipal Experience	11
3.	North Carolina Experience	15
4.	Top Management Position	18

C. Years of Top Management Experience

1.	Less than 4 Years	4
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2.	Greater than 4 Years	24
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Section 2

Skills and Past Performance:

A.	Board Relationship	21
B.	Administrative Ability	24
C.	Written Skills	20
D.	Oral/Presentation Skills	22
E.	Technical Knowledge	
1.	Finance/Budget	23
2.	Land Use (Planning)	15
3.	Human Resources	20
4.	Intergovernmental Relationships	19
5.	Economic Development	17
6.	Invocative/Major Achievements	17
7.	Infrastructure /Facilities	16
8.	Other	
	Building Strong Team/Hiring	21
	Strategic Planning	17
	Community Skills	19

Adjourn: UPON MOTION by Commissioner Robinson, the Board voted unanimously to adjourn.

Amy S. Atkins, Clerk
Board of Commissioners

Alex E. Patton, Chairman
Board of Commissioners