

**PASQUOTANK COUNTY, NORTH CAROLINA
OCTOBER 2, 2017**

The Pasquotank County Board of Commissioners met today in a work session on Monday, October 2, 2017 in the Community Room at the WC Witherspoon Memorial Library.

MEMBERS PRESENT: Cecil Perry, Chairman
Dr. William R. Sterritt, Vice-Chairman
Jeff Dixon
Lloyd E. Griffin, III
Joseph S. Winslow, Jr.
Frankie Meads
Bettie J. Parker

MEMBERS ABSENT: None

OTHERS PRESENT: Rodney Bunch, County Manager
R. Michael Cox, County Attorney
Lynn Scott, Clerk to the Board

The work session was called to order at 3:00 PM by Chairman Perry who called on Neil Emory, Outreach Associate with the North Carolina Association of County Commissioners to discuss how the NCACC might assist in the hiring process for a new county manager.

1. DISCUSSION ON HIRING A NEW COUNTY MANAGER:

Mr. Emory reviewed the recruitment process and explained how the NCACC can assist in the process if the Board so chooses. He stated that recruiting and selecting a manager is one of the most important decisions that a board will make. He discussed job profile, ad, application process, relations with applicants, interview process/questions, and decisions/negotiations.

Mr. Emory said the Board must determine what it wants in its' next manager. A consensus will set the tone for the entire process. He noted that the ad should reflect the profile developed. In addition, it should provide key community information and define basic benefits and application requirements. The Board must assign the task of drafting the ad and determine where the position should be advertised as well as determine who will receive the applications/resumes. He noted that confidentiality is a very important consideration in recruitment, because applicants are concerned about potential threats to their current position. He suggested seeking advice from our attorney. He went on to say a letter should be developed to send to applicants noting receipt of application/resume as well as a system to screen all applicants. He said factors to consider include: size of unit, services provided, area (urban v. rural), administrative abilities, and employment history.

Mr. Emory explained the interview process and arrangements. The Board will select candidates to be interviewed (optimum number: 3-7), develop questions based on profile, provide informational packet to interviewees, and set up interviews. He said during the actual interview, open ended questions should be used and follow-up questions should be based on responses. The Board needs to determine who will ask the questions. The atmosphere should be relaxed. Hopefully, he said the interview process will help narrow the field to one or two persons. He said the Board should check references and consider salary, severance pay, vehicle/travel allowance, retirement plan, insurance, vacation and sick leave, membership dues, moving expenses, and housing cost prior to negotiation with an applicant.

Mr. Emory said the keys to success are to be organized from the beginning by maintaining control of the interview process and hiring decision, responding to all applicants regarding status, maintaining confidentiality at all times, and setting a time table.

Mr. Emory also provided a handout of potential interview questions, as well a sample ad for a county manager position.

The Board reached a consensus to utilize the NCACC's services in recruiting a new county manager.

The work session was adjourned at 3:56 PM

CHAIRMAN

CLERK TO THE BOARD