



Town Council Workshop - November 12, 2024 Minutes

Tuesday, November 12, 2024 at 6:00 PM

Town Council Chambers, Town Hall

1. Call to Order

Roll Call - Present: Vice Mayor John Chase, Council members Doug Jackson, Catherine Cordell, Michele Wood, Dee Lawrence

Absent: Mayor Patrick Fitzsimmons and Peter McGuire (Zoom remote participation)

Staff Present- Interim Town Manager Scottie Harris, Finance Director Tonya Dozier, Town Clerk Tamara Mercer, and A/V Coordinator Lauren Ward.

2. Town Manager Hiring Update and Action

2.1 Introduction of Steve Straus and Developmental Associates, LLC

Vice Mayor Chase introduced Mr. Steve Straus, President of Developmental Associates, LLC, who was joining the meeting via Zoom.

By remote participation Mr. Straus provided their company background in the industry and reviewed the upcoming timeline for the Town Manager search. He explained their objective and systematic candidate assessments of resumes, interviews, evidenced based managerial communications, project management, assessing institutional knowledge and experience, competency, analysis, emotional intelligence, skills, and finally coaching.

2.2 Overview of Hiring Process

Mr. Strauss provided an overview of the hiring process thus far, noting that the position began advertising on October 28th with 16 applicant submissions received since. The Town Council is scheduled to receive the screened applicants on December 5th and telephone screening of selected applicants will be conducted through December 18th. Town Council will choose the top five candidates to proceed to an assessment center that Developmental Associates will conduct on January 16th and 17 of 2025. Town Council will then select two or three candidates for in-person interviews with a goal of selecting a Town Manager by the end of January 2024.

2.3 **Public Input Opportunities**

Mr. Straus and Mayor Fitzsimmons indicated that public input opportunities were included within the process, including an on-line citizens' survey that would be conducted by Developmental Associates, with information gathered and considered during the hiring process.

2.4 **Town Council Questions/ Comments**

There was a general question-and-answer period regarding the job description, candidate assessment screening, recruitment methods, the search approach, and the upcoming schedule for finding the next Town Manager.

2.5 **Town Council Action to Approve Development Associates**

The Town of Weaverville proposal included recruitment, screening, selection process, references, and a debrief coaching with the Town Council, but does not include out-of-pocket advertising fees.

Motion to approve the contract with Developmental Associates, LLC, as presented.

Moved by: Doug Jackson

Aye Doug Jackson, Dee Lawrence, John Chase,
Catherine Cordell, and Michele Wood

Carried 5-0

3. Public Input

Darla Letourneau, Town of Weaverville resident, stated she was in favor of this approach, and she wants community engagement to be a focus of the town manager and wants more opportunities in the hiring process.

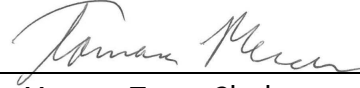
Jeff McKenna, Town of Weaverville resident, requested that the next manager live in the Town of Weaverville or nearby, as another natural disaster or emergency would require that the person is physically here. He was concerned that a manager does not work remotely, and they are available on a day-to-day basis and concentrates on long-range planning.

Mayor Fitzsimmons pointed out the citizens survey for additional public engagement will be coming out soon. Vice Mayor Chase added that the public may email to: Public Comment <public-comment@weavervillenc.org>.

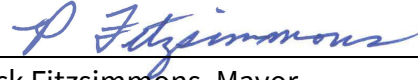
Council Member Jackson noted that only two people addressed the topic, to which Council Member Lawrence said he was concerned with communications. Council Member Cordell added that the job description addressed a key priority for the manager to be a local resident who establishes collaborative relationships with the community.

4. Adjournment

There being no further business and without objection, Vice Mayor Chase adjourned the meeting at 6:35 p.m.



Tamara Mercer, Town Clerk



Patrick Fitzsimmons, Mayor