



Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC

27949 Phone 252-261-2394 / Fax 252-255-0876

www.southernshores-nc.gov

February 18, 2020- COUNCIL WORKSHOP MEETING MINUTES

February 18, 2020 Minutes: The Town of Southern Shores Town Council met in the Pitts Center located at 5377 N. Virginia Dare Trail at 9:00 a.m. on Tuesday, February 18, 2020 to conduct a workshop meeting.

COUNCIL MEMBERS PRESENT: Mayor Tom Bennett, Mayor pro tem Elizabeth Morey, and Council Members Jim Conners, Leo Holland and Matt Neal.

OTHERS PRESENT: Interim Town Manager Wes Haskett, Finance & Human Resource Officer Bonnie Swain, & Town Clerk Sheila Kane

CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE

Mayor Bennett called the meeting to order at 9:00 A.M., led the Pledge of Allegiance, and held a moment of silence.

AGENDA

MOTION: Councilman Holland moved to approve the agenda as presented. The motion was seconded by Councilman Neal. The motion passed unanimously (5-0).

GENERAL PUBLIC COMMENT

Mayor Bennett called on citizens wishing to give comment and the following spoke.

PUBLIC COMMENT-ANN SJOERDSMA-with 30 employees full time, and part time bell curve shouldn't be used. Averages are meaningless, and Southern Shores benefits are gracious.

PUBLIC COMMENT-JOE VANGIESON-admin staff is the highest paid, employees are guaranteed raise just for being there, should be based off performance.

Hearing no other citizen wishing to give comment, Mayor Bennett closed public comment.

PAY STUDY REPORT (PIEDMONT TRIAD REGIONAL COUNCIL) DAVID HILL

David Hill with Piedmont triad Regional Council presented Council with the finding and recommendations of the pay study which Council directed to be included into the FY 19-20 budget.

The Following Charts Provide a Snapshot of Southern Shores Workforce at the Beginning of the Study.

- Bell Curve-We use an average of 8 to 10 years employed by the Town as the benchmark for a mature workforce. Southern Shores average years of employment is 8.2 years.
- Employee Distribution by Year Employed-37.5% Employed Less Than 5 Years, 58.3% Employed Less Than 10 Years, and 8.2 Average Years Employed
- Employee Distribution by Year Employed in Current Position-54.2% in Current Position Less Than 5 Years, 83.3% in Current Position Less Than 10 Years, and 5.4 Average Years in Current Position
- Employee Salaries as % Above Grade Minimum Salary-38.1% Salaries Less Than 5% Above Minimum, 38.1% Salaries Less Than 10% Above Minimum, 16.3% Average % Above Minimum
- Average Salaries Comparison- Overall Average Salary: \$50,237, Southern Shores Average Salary: \$62,622 (+24.7%)

Recommendations from the Pay Study

- Develop a Salary/Benefits Philosophy Statement (similar to Mission and Vision Statement)
- Comprehensive study 3 – 5 Years
- Interim adjustments in certain classifications/class series 2 – 3 Years
- As appropriate, use reclassifications to ensure market competitive position without having to revise entire schedule
- Focus salary administration on entry (minimum) salaries as well as market (midpoint). Set market at +/- 3% to 5% of midpoint.
- When providing salary adjustments (COLA, for example) only adjust salary grade ranges to remain market competitive.
- Adopt a written and Council approved career development policy designed to advance employee salaries to midpoint.

Implementation Recommendations

- Adopt the market supported pay plan/salary schedule (deletes the "Hire Rate")
- Adopt the market supported pay plan/salary schedule
- Assign each classification (position) to the market supported pay grade.
- Place each employee in their new pay grade at the same relative position (compa-ratio) as they currently hold.
- Where 2 or more employees are in the same classification, ensure their salaries are at least 5% above the grade minimum (ensures new employees, after probation, do not earn more than current employees).
- Funding Required to Implement-Salary \$58,218.83 / plus F.I.C.A., Ret., 401(k), etc. (21%) \$12,225.95=total \$70,444.78

Council took no action at this time.

PUBLIC HEARING- TOWN MANAGER SEARCH PROCESS & TIMELINE (THE MERCER GROUP, INC.) ELLIS HANKINS

Ellis Hankins with the Mercer Group presented the Council with a timeline for the hiring of a Town Manager. He noted that this is a sound and realistic timeline designed to bring the availability of the position to the attention of a significant number and diversified range of well qualified potential candidates. The timeline could be shortened some, but not much without running the risk that well qualified, experienced managers who might be interested do not learn of the opening by the deadline. This gives the consultants adequate time to check references and complete thorough background checks. He stated they always counsel clients to allow adequate time for a successful process, with the opportunity to review strong candidate applications and deliberate carefully. Once the Town Council approves this detailed timetable, with desired changes, the consultant and Mayor and Council will need to follow it faithfully.

The job ad will run in and on carefully targeted publications and websites for about six and one-half weeks, an adequate length of time to help bring the availability of the position to the attention of many well qualified potential applicants (particularly important because of varying publication dates). The consultants will supplement the job advertising with targeted calls and email messages to well qualified city managers and other well qualified potential candidates to encourage them to consider applying for the position.

The timeline also allows the consultants to deliver applications and summaries about well qualified candidates in advance of the proposed semifinalist selection meeting, so the Mayor and Council Members will have a few days to review the information before the Council discussion with us about which candidates to invite for interviews. The consultants will provide full support to the Council in your interview process, toward the goal of appointing a new Town Manager who is a good match with the desired background, qualifications, experience and characteristics identified by the Council and interested citizens at the beginning of the process. They will also assist with an orderly transition as an important part of our scope of services.

The timeline is as follows:

Proposal Accepted, Contract Executed	Feb. 2020
Consultant Send Revised Proposed/Draft Timeline & Job Ad for Council Consideration	Feb. 7
Consultant Meet Individually with Mayor & Commissioners, & with Department Heads as a Group, to Discuss Desired Background, Qualifications, Experience & Characteristics	~Feb. 17-18
Council Meeting & Public Hearing to Discuss & Approve Search Timeline & Job Ad, & Discuss the Town Manager Job Responsibilities, Search Process & Desired Background, Qualifications, Experience & Characteristics	~Feb. 18
Consultant Place Job Ads (stating that "first review of applications begins on April 6"), Formally Begin Search Process	Feb. 19-20
Draft Recruitment Brochure/Position Profile to Council for Review and Approval	Feb. 21
Mayor, Council or Designees Approve Draft Recruitment Brochure (with requested revisions by individual email messages)	Feb. 25
Consultant Begin Phone Calls To and About Potential Candidates, Aggressively Recruit Qualified Candidates	Feb. 26
Formatted Color Recruitment Brochure to Council for Final Review and Approval	Feb. 28
Begin Disseminating Brochure and Consideration/Invitation Letters and E-mail Messages	~March 2
Report to Council on Search Progress	Bi- Weekly
Phone Conversations w/ Strong Candidates, Preliminary Reference & Background Checks	March 3-April 8
Soft Application Deadline ("first review of applications begins on April 6")	April 6
Consultant Deliver 8-12 (or more) Applications & Summaries to Council By E-mail &/or FedEx	April 13
Council Meeting to Consider Recommended Candidates (8-12 or more), ~April 16 Select 5-7 Semifinalists to Interview (closed session meeting, 1 ½ - 2 hours)	
Consultant Invites/Schedules Semifinalists for Council Interviews, Sends Supplemental Questions, Begins Preliminary Reference & Background Checks	April 16-17

Consultants Complete Final Reference and
Background Checks on Selected Semifinalists

~April 30

Council Interviews ~5-7 Semifinalists—Determines Preferred
Candidate or Selects 1-2 Finalists for Second Interview

~May 1

Consultants Talk with Additional References,
Other Due Diligence

After initial

interviews

Council Second Interview(s) if Desired, Council Decision

~May 8

Negotiate with Selected Candidate

Early May

Council Votes to Appoint Town Manager in Open Meeting
(and probably approve employment agreement)

~Early to mid-May

Announce Appointment of New Town Manager

~Early to mid-May

New Town Manager Reports to Work, Transition Work
With Interim Town Manager (2-3 days)

Mid to late-June
(earlier if internal candidate)

Search Completed, Consultants Assist with Transition

After start date

Public Hearing- Town Manager search process and Timeline

Mayor Bennett opened the public hearing and called for comment.

PUBLIC COMMENT-ANN SJOERDSMA-spoke highly of the Mercer Group, approved of the timeline and process

PUBLIC COMMENT-JOE VANGIESON-manager search process was delayed by 3 to 4 months, poor timing.

Hearing no other citizen wishing to speak, Mayor Bennett closed the public hearing.

COUNCIL ACTIONS

MOTION: Councilman Connors moved to approve the job ad as presented by Ellis Hankins, Mercer Group. The motion was seconded by Councilman Holland. The motion passed unanimously (5-0).

MOTION: After discussion on dates, Mayor Bennett moved to approve the manager search timeline as presented. The motion was seconded by Councilman Holland. The motion passed unanimously (5-0).

ADJOURN

MOTION: Hearing no other business to discuss, Mayor Bennett moved to adjourn. The motion was seconded by Councilman Holland. The motion passed unanimously (5-0).

ATTEST:

Thomas G. Bennett, Mayor



Respectfully submitted,

Sheila Kane, Town Clerk