

**Zebulon Board of Commissioners**  
**Special Meeting**  
**Minutes**  
**February 9, 2015**

Present: Robert S. Matheny-Mayor, Curtis Strickland, Beverly Clark, Don Bumgarner, Dale Beck, Glenn York, Lisa Markland-Town Clerk, Sidney Perry-Interim Manager

Mayor Matheny called the meeting to order at 5:00pm.

The agenda was adopted by consensus.

Steve Straus with Developmental Associates gave a presentation to the Board about his proposal to help with the screening of the applicants and assessment center. The cost was \$10,500 for just the assessment center and an additional \$200 per candidate for each that was selected to go to the second screening. Up to 15 applicants could move forward for a maximum of \$13,500. Steve explained that there would be phone interviews, EQI's and a matrix to rate how each of the candidate's answers questions. That information would be brought back to the Board of Commissioners to look at then decide which candidates would go on to the assessment center. There could be up to seven move on to the assessment center. After the assessment center the Board would narrow it down to who they wanted to bring in for interviews with the Board. The Board would choose who to offer the job to after the one on one interviews, and a background check would also be done for the final two or three.

Mayor Matheny thanked Steve Straus for coming and said that he would get back with him once the Board made a decision. Steve Straus thanked the Board for their time.

There was discussion about exactly what Developmental Associates would do and how the candidates would be chosen. It was explained that the Board would make the decision on each of the applicants every step of the way. Developmental Associates would only give them information to help in the decision making process, they would not make any decision at all only facilitate the process.

There were questions about what happened if someone removed themselves from the process and how often that happened. It was explained that applicants pulled out of the process most of the time. The timeline was also discussed it would probably be the first part of April for the assessment center and an applicant could possibly start mid-May after interviews, offers and giving notice to current employer.

Commissioner Beck stated that it was very important that the Board make all the decisions and that it not be made by Developmental Associates. He also thought they should be able to vote against a candidate that may have done the best in all their screening if they felt they were not a good fit. Mayor Matheny said that they absolutely could do that. Commissioner Clark said that the person had to be a good fit and not just capable of doing the job, Commissioners Beck and York agreed with that sentiment.

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Commissioner Bumgarner made a motion, second by Commissioner York to accept the proposal presented by Developmental Associates with the base fee being \$10,500 and then \$200 for each candidate that went through the secondary screening. There was no discussion and the motion passed unanimously.

The Mayor said that a representative with Developmental Associates wanted to meet with staff and the Board to ask some questions and get input so that they knew what was important, expected and desired in a new town manager and then they would formulate their questions based on that information.

Commissioner Bumgarner made a motion, second by Commissioner York to adjourn. There was no discussion and the motion passed unanimously.

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Date

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Robert S. Matheny—Mayor

SEAL

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Lisa M. Markland, CMC—Town Clerk