

**RECORD OF PROCEEDINGS**

**SPECIAL MEETING**

**MAY 7, 2019**

The Special Meeting was called to order by Mayor James Waller @ 7 PM.

The Special Meeting was called to discuss the process to replace the village administrator.

Councilwoman Stoller has contacted by email the chairperson of the city managers –Robert Fowler. Councilwoman Stoller met with Dave and Dave stated Robert has some shady background with the City of Norton and all that. I didn't feel we should be going with him so much and there is also information on line regarding him. The next person I contacted was Greg Horn, which was Minerva's first village administrator from 81-85. He has since retired from Centerville and now works for Management Partners. This firm would handle every step of the hiring process. Council would interview 4-6 candidates that we choose after background checks, credentials. The price quoted was \$13 -14000 and the highest \$22-24000. Councilwoman Stoller stated Mr. Horn asked his company if they could offer a lower cost due to knowing the village and his mother living in Wooster. He has not got back with a price yet. Greg stated we could receive 25-50 applicants 10-20 qualified solid people. Councilwoman Stoller stated we want to do this right the first time because it is a big deal. The cost is determined by the package that is chosen for the hiring process. (job description, brochure, travel time, psych exam, travel time, number of interviews).

Councilwoman Stoller spoke with Dave and he assured her there is money in the account we can spend and he feels we should spend the money to be thorough with people that apply.

Councilman Tarbet concern from the point of view financially of the village. We have had three long term employees retire. Payouts were discussed. Mayor Waller stated Patti said the money would come from the General Fund for Management Partners.

Councilman Tarbet stated if we feel we need that help it is a good idea. Councilwoman Stoller stated it is too much for us. Mayor Waller stated it would be quicker. Councilman Tarbet asked if Mr. Horn could meet the deadline. Councilwoman Stoller stated Mr. Horn said it could take up to four months, but expedited to possible three. Councilman Boldizar asked Mr. Harps retirement date. Councilwoman Stoller stated July 19. Brenda stated Dave spoke today regarding an August 2 date due to a pension increase. Councilman Tarbet really wants to hear Greg's \$. Councilwoman Stoller stated she will call Mr. Horn and council can ask questions. Councilman Tarbet asked since this is a contract with the new administrator if council could make the administrator live in the village. I am not saying it is bad, but the police chief and service director does not live here and we need that. Can we do that if wanted? Councilman Hannen stated that could really narrow the field. Councilman Tarbet stated I think we got to have someone that is a leader. Mayor Waller asked the city limits or school district? Councilman Tarbet saying to do it I am saying can we do it? Clark stated Dave's contract states it so... ya we can do that. Does Mr. Horn start out with an idea of what our pay range would be? Councilwoman Stoller stated council would have a meeting with him to discuss those matters. A proposal would be drawn up and presented to council. Councilman Boldizar asked if salary came up at all. No stated Becky. Councilman Tarbet stated we have to have a complete package. Councilman Hannen stated what we were paying Dave was a steal! We are not going to get that again stated Councilman Hannen.

Councilwoman Stoller stated this is a lot for us to do and none of us have the HR background that much, I know some of you have hired people, but not the full extent of all of this.

A phone call was made to Mr. Horn.

Mr. Horn explained in great detail the Plan of Work, Develop Candidate Profile, Conduct aggressive recruitment campaign, acknowledge resumes and screen prospective candidates, conduct interviews and assess candidates, identify finalist, assist with interview and selection process and negotiate contract.

At the conclusion of the conference call it was decided Councilwoman Stoller will be the contact person with Mr. Horn. Mr. Horn will email Councilwoman Stoller the paperwork by Monday of next week.

Mr. Horn stated an interim administrator may be appointed. Mayor Waller stated we have good people and if we need help we will seek it.

Motion to adjourn was made by Councilman Hannen seconded by Councilman Boldizar.

Attest:

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Brenda Albaugh Clerk of Council

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James B. Waller Mayor