



**TOWN OF HERTFORD
TOWN COUNCIL
SPECIAL CALL MEETING**

**May 15, 2018
5:00PM**

I. BUSINESS

Town Manager Recruitment Consulting Services Presentation
- Steve Straus--Developmental Associates, Inc.

II. ADJOURN

Please turn all cell phones to an inaudible mode while meeting is in progress

Special Called Meeting May 15, 2018 at 5:00 PM

Mayor Horace Reid called the meeting to order. Commissioners present were Sid Eley, and Frank Norman Mayor Pro Tem Archie Aples was absent. Others present were Executive Administrative Assistant, Pam Hurdle, Town Clerk, Cindy Sharber, Earnell Brown, Peter Williams, and Steve Straus with Developmental Associates, Inc.

Steve Straus asked council what were the biggest challenges facing the town?

Mayor Reid said raising revenues and getting a hotel, restaurants, industry, housing and senior living.

Commissioner, Quentin Jackson entered the meeting at 5:07.

Frank Norman said the basic industry in Hertford was farming and when that was not viable we never shifted from a rural town.

Sid Eley said Hertford used to have viable Mom & Pop stores in the downtown area but when they retired or died those businesses closed. He said we had an industrial park but industry not coming. Plans were in place for 150 homes to be built in Hertford, but we were under a special order of consent for water and sewer then the bubble burst before they could be built. Having to pay back the water and sewer upgrades without those additional 150 homes to share the cost.

Steve Straus asked if rates are better now? Sid said the electric rates are lower, but the water and sewer rates are high.

Frank Norman said we have had a population decrease and demographic shift. He said the community is aging and we need younger people to help service the older population.

Steve Straus asked if they are promoting the town.

Sid Eley said he was also the Chamber Director. He said that the Economic Developer was helping to bring business into Hertford.

Frank Norman said the town has a partnership with the town to create a strategic plan.

Mayor Reid said citizens are working outside of Hertford and moving where they are working.

Frank Norman said employment was going outside of Hertford and very little revenue coming in to Hertford. He said if they work in Virginia they are eating in Virginia.

Steve Straus asked what were their hopes?

Mayor Reid he would like to see a new business hire 20-50 people and if they make it then another business does the same.

Frank Norman would like to see the population increase to 5,000.

Steve Straus asked what they wanted in their next Town Administrator?

Mayor Reid

Frank Norman said a good manager of people and never have fiscal restraints.

Sid Eley said he would like them to have knowledge of electric, water, sewer, grants, planning and zoning.

Frank Norman said not just grants but bringing in other resources.

Steve Straus said if his company was selected to partner with the Town of Hertford to recruit, assess and select your next Town Manager these are the steps involved:

1. Conduct job and organization analyses
2. Build a candidate profile and post written job advertisements
3. Conduct targeted recruitment of leading candidates
4. Conduct initial (first) level screen
5. Conduct second level screening
6. Design hiring process
7. Recruit assessors
8. Conduct selection exercises
9. Facilitate final evaluation process by assisting the Commissioners in developing final evaluation strategies and structuring the panel interviews
10. Facilitate thorough background investigations
11. Provide executive coaching to the successful candidate

Steve Straus said they would have a hard time trying to find someone who has been a manager unless they come from out of state.

Steve Straus said they could have staff come to meet citizens to get their input or send out a survey for input. Then pull 4-6 community members mixed with professional managers and have them meet as a team. The only limitation would be they would need to commit to at two days.

Frank Norman felt by adding the community that they feel vested.

Sid Eley asked about confidentiality?

Steve Straus said all candidates would come in at same time and sign a confidentiality statement and assessors would also sign a confidentiality statement.

Pam Hurdle asked could the town use the same company they currently use for background checks.

Steve Straus said the town could use the current company for background checks.

Steve Straus said the cost to the town would be \$17,000 not counting background checks.

Frank Norman said since Commissioners Aples was out of town he would like for him to have a chance to review the presentation and have an opportunity for him to speak with Steve.

Steve Straus said with Brandon leaving they need to move quick.

Frank Norman said they already have an interim in place, so they don't want to rush the process.

Mayor Reid thanked Steve for coming.

Steve and Frank left the meeting at 6:21.

Quentin Jackson asked if the town was planning to do something for Brandon?

Plans are on hold currently.

Motion by Quentin Jackson seconded by Sid Eley and passed 3-0 to adjourn the meeting.