



SPECIAL TOWN COUNCIL MEETING

Monday, February 1, 2021 at 8:00 AM

~~Council Chamber at Apex Town Hall, 73 Hunter Street~~

THIS WAS A VIRTUAL MEETING

Council and Administration

Mayor: Jacques K. Gilbert | Mayor Pro Tem: Nicole L. Dozier

Council Members: Brett D. Gantt; Audra M. Killingsworth; Cheryl F. Stallings; Terry Mahaffey

Town Manager: Drew Havens | Assistant Town Managers: Shawn Purvis and Marty Stone

Town Clerk: Donna B. Hosch, MMC | Town Attorney: Laurie L. Hohe

In attendance were Mayor Jacques K. Gilbert, Mayor Pro Tem Nicole L. Dozier, and Council Members Audra M. Killingsworth, Brett D. Gantt, Terry Mahaffey, and Cheryl F. Stallings. Also in attendance were Town Clerk Donna B. Hosch, Town Attorney Laurie L. Hohe, and Human Resources Director Mary Beth Manville.

Also in attendance from Developmental Associates were Steve Straus and Joe Durham

COMMENCEMENT

Mayor Gilbert called the meeting to order and introduced Steve Straus.

Mr. Straus gave a brief background on Developmental Associates and stated their mission. He presented the Scope of Work which will be involved in recruiting for the Town Manager position. He gave an example of how their recruiting document will look.

Mr. Durham talked about their multi-method recruitment process and what they believe will be the outcome of this method. He explained that along with various posting methods when recruiting, they also contact people via email. Their recruiting methods help to ensure the most diverse pool of prospects.

Mr. Straus detailed the steps involved in the recruitment process.

Council asked how COVID might affect the applicant pool, to which Mr. Straus stated they have not necessarily seen a decrease in the level of interest in other positions. Instead, the pace at which candidates take other positions has increased.

Asked about factors of importance to Council, Mr. Straus stated that if they hear something from Council, these factors would be built into the process. Exercises can be developed to assess cultural competency, and emotional intelligence results show a lot about diversity and inclusion. Mr. Durham added that any Council concerns will come out in the process loud and clear. Council was fine with using this same process for the crisis management assessment piece.

Mr. Staus stated that internal and external communication approaches will need to be handled in a different way.

Council asked how assessors are selected. Mr. Straus stated they know the folks who are out there, and they always make sure they have a diverse selection. They have been running the process virtually, which has had some unexpected benefits for them. Because there is no travel, virtual has expanded their pool of assessors.

Council asked how the success of those placed is tracked afterwards and how does the failure rate go back into the process to improve it. Mr. Straus stated their success rate is very strong. They focus totally on NC and are in touch with the client to determine how things are going. Only a few hires have not worked out well. In the latter, Council went against his firm's results.

Council asked about the timelines. Mr. Staus stated that within three months, everything could be sealed.

The Mayor thanked Mr. Straus and Mr. Durham for their comprehensive overview of the process. Developmental Associates has always done a great job for Apex, and he looked forward to the process.

Mr. Straus outlined the next steps if the Town wanted to work with them. He explained why they prefer, and the benefits of, group sessions versus 1-on-1 sessions. However, they will do the latter if the Town desired. The Mayor understood how group sessions can be positive, enjoyable, and thought provoking.

The HR Director stated that the consensus of Council was to move forward with Developmental Associates.

With that, Mr. Straus began by asking Council for their key challenges for the next town manager. He stated he would also want to have a 1-on-1 with the outgoing manager. Mr. Staus asked if Council wanted input from others on the challenges. If so, they could set up

focus group sessions, hold public meetings, distribute surveys, or a combination of these methods. He explained, responding to Council, that doing so would give more depth. Council expressed an interest in seeing public input from the business community, local school leadership, and young students who represented student bodies. Mr. Staus explained this process would take at least two weeks, and he talked about how this could be accomplished.

Consensus of Council was to start the process by getting input from other groups and putting out the employment ad now.

Council stated their key challenges facing the next town manager:

- Dealing with racism and social justice issues involving community and communication of these.
- Reassessing the organization as a whole to make sure the right people are in the right positions; looking at the organizational structure.
- Continuing the thoughtful work started on diversity and inclusion.
- Balancing important and competing priorities of different stakeholders.
- Infrastructure needs and quality of life.
- Staff morale and continuing with supporting staff in an equitable way.
- Challenges managing our growth; helping elected officials and citizens with how Apex will look in the future with the growth that is happening; Town workforce keeping up with growth.
- A vision for the quality of life.
- Climate change; someone who sees the importance of this and integrating it into our work.
- Being a real person of progress – a visionary.
- Flexibility maintaining a sense of tradition but understanding how this affects change; people first.
- Developing current staff members for growth opportunities.
- Empathy for staff and the public.
- Efficiency, organization, and external communication with the community.

Mr. Straus stated these qualities would work into the key competencies. He explained how we should keep the doors open as wide as possible. He exemplified their normal wording for expectations and qualifications.

He also explained it would be important to put a hiring range in the ad. Council stated they would be in favor of a competitive salary, Mr. Staus stating that most councils are

willing to consider the current salary range or higher than that of the current manager. The HR Director will work out these details for Mr. Straus.

ADJOURNMENT

With there being no further business and without objection from Council, Mayor Gilbert adjourned the meeting.

Donna B. Hosch, MMC, NCCMC
Town Clerk

ATTEST:

Jacques K. Gilbert, Mayor