

JUNE 22, 2021

SPECIAL CALLED MEETING

1) Mayor Burke Garwood called the meeting to order.

2) Roll Call

- Mayor Burke Garwood and Commissioners Diana Elrod, John James and Jim Swayne were present. Commissioner Misty Webb wasn't present at the beginning of the meeting but entered during the discussion. Also, present were Eva Valentine and Alison Bull.

3) New Business

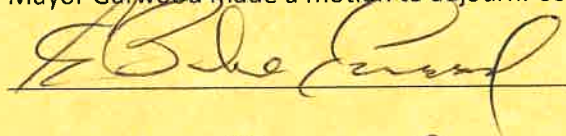
**MTAS Representative to Discuss the Interview and Hiring Process for the City Manager
(Honna Rogers and Mike Tallent)**

- Rogers is our new city representative through MTAS. She said that she wanted to talk about the timeline and process of hiring a new city manager.
- Rogers proposed closing the application acceptance on July 2, 2021 and distribute resumes and applications the following week. MTAS is able to score and rank the candidates, as an option for the City.
- Rogers said that at this time the City plans to do a group interview with all of the commissioners.
- Commissioner Swayne asked what MTAS would score the candidates based on, besides their education and experience. Rogers said she would examine the way they write in their cover letter, how well they fit Etowah, etc.
- Mayor Garwood said they could score them and supply interview questions.
- Rogers said they would narrow it down to 3-5 for people they want to interview.
- Commissioner Elrod asked about doing a panel presentation assessment. Rogers said they don't typically do those for cities the size of Etowah.
- Commissioner Webb entered the meeting at this time.
- Rogers said that the panel was optional and it would back the process up. Rogers said it's a possibility to have the candidates interview with each member of the board individually. She said it's a little less formal than a group interview.
- Mayor Garwood asked the board if they wanted MTAS to score the candidates. All said yes. Mayor Garwood asked if the board wanted to help with the interview questions and process and all said yes.
- Rogers asked how they wanted to do the interview process. Elrod asked if there was a panel, would it be an open or closed meeting. Rogers said closed and that the panels are looking more at how they fit the city and less about their qualifications.
- Commissioner Elrod suggested doing group interview.
- Commissioner James asked if the board could individually send Rogers some characteristics that they'd like to see in candidates. Rogers said they have normal questions they typically ask and they could sort of navigate how they qualify. It's less about characteristics and more scientific if they fit. She said it's completely welcome for them to send what they're looking for in a candidate.

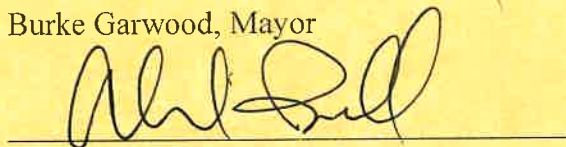
- Rogers asked if they wanted to do individual commission interviews. Commissioner Elrod said she feels they should wait and see who the candidates are. She said individual interviews may not be necessary depending upon who the candidates are. Rogers said she will send out the scoring and then at that time they can decide how they want to interview. Mayor Garwood said that he thinks they should get the scores and plan on doing the group interviews and if they want to do the individual at that time, they can.
- Commissioner Swayne said they should give tours to the candidates. Rogers said they can do that and have department heads to give tours. She also suggested holding a reception for citizens to come to and talk with the candidates.
- Rogers said there's no major rush, she simply wants to assist the city with getting a new manager but they are completely allowed to slow the process down.
- Tallent said the only thing with the process is that some of these candidates maybe looking for other jobs and therefore they might lose some of these candidates during that time.
- Mayor Garwood clarified that they would be receiving the resumes and documentation, and coming back together with the scores provide by MTAS. Afterwards, they will conduct group interviews and then individual interviews, if the board chooses at that time. He said he's not a huge fan of doing a reception. Rogers said the more things like that you add, the longer it will take.
- Rogers mentioned that there is a personality assessment done by a 3rd party where they will go and fill out a questionnaire and it scores on their leadership, teamwork, responsibility, creativity, etc. She said there is a fee for it, the results would come in after the interviews.
- Commissioner Swayne asked about background checks and drug tests, etc. Rogers said that is scheduled by personnel at City Hall.
- Rogers said that one of the candidates asked about providing family insurance. She said it's a candidate they considered last time. Commissioner Swayne said it's worth discussing at the end but Tina's was done as a merit bonus. Mayor Garwood said that paying for benefits would be one of the things they have to weigh out.

4) Adjournment

Mayor Garwood made a motion to adjourn. Commissioner James seconded. All Ayes.



Burke Garwood, Mayor



Alison Bull, Recording Secretary