



MINUTES OF CLOSED SESSION HELD
ON
JUNE 6, 2017

The June 6, 2017, meeting of the City Council of the City of Clinton, North Carolina, entered closed session at approximately 5:37 PM. Mayor Starling presided. Councilmembers Turlington, Strickland, Bryant, Stefanovich, and Mayor Pro Tem Becton were present. It was noted that Councilmember Stefanovich came in after the closed session had begun because of a prior engagement.

Also present were Interim City Manager Robert Hyatt, HR Director Lisa Carter, City Clerk Elaine F. Hunt, and Dr. Heather A. Lee, Senior Planner, Developmental Associates, LLC. City Attorney Tim Howard, Howard and Carr, PLLC, came in during the closed session.

Mayor Starling called the meeting to order.

Dr. Heather A. Lee reviewed what was discussed previously with City Council by Mr. Steve Straus. She stated that the City of Clinton's posting was sent to the North Carolina League of Municipalities, ICMA, and also LinkedIn. She stated that questions were tailored for the City of Clinton and what City Council desired. Dr. Lee reminded City Council that they chose not to list a salary which in her opinion, results in a suppression effect. She stated that applicants who failed to be placed in the group to be considered were reviewed again to make certain of the reason for failing. She stated that twenty-three (23) applicants were received. She further stated that eleven (11) of the twenty-three (23) applicants met minimum and preferred requirements. Dr. Lee distributed spreadsheets and pamphlets to the group. She explained the coding of the spreadsheet: In green were the individuals who passed at 80%/higher; in yellow were individuals who had less experience; and in pink were individuals who did not pass the minimum requirements.

Dr. Lee informed City Council that the second component to their process includes recruitment and secondary screening where, they select up to fifteen (15) candidates and perform phone interviews, ask for essays, and perform an emotional intelligence inventory.


City Council asked questions as it related to the spreadsheet and Dr. Lee responded promptly. Interim Robert Hyatt applauded City Council for the tenure of past city managers. He stated that the City of Clinton is fortunate to have had long term city manager.

Councilmember Bryant asked, "Should a salary be listed within the posting?" Dr. Lee stated that she recommends listing a salary range or a maximum point. She explained that by neglecting to show a range or a salary, individuals will not apply because assumption is the salary is low.


Discussion proceeded to some length. It was the consensus of City Council to allow Interim City Manager Hyatt to contact one of the applicants, as well as readvertise the position to include salary up to \$100,000.

Before concluding the meeting, Dr. Lee stated that this current process was the first level of screening. She believes that including a salary range will help tremendously in obtaining a qualified applicant. It was also noted that a closing date will not be set at this time.

City Council and others exited closed session at 6:50 PM.



Elaine F. Hunt, City Clerk, MMC, NCCMC



Luther D. Starling, Jr., Mayor