

January 24, 2007

At a reconvened meeting of the Board of Supervisors of Prince Edward County, held in the Third Floor Conference Room of the Court House, on Wednesday the 24th day of January, 2007, at 10:00 a.m., there were present:

William G. Fore, Jr., Chairman

Howard F. Simpson, Vice-Chairman

Pattie Cooper-Jones

Sally W. Gilfillan

Robert M. Jones

James C. Moore

Lacy B. Ward

Also present: Sarah Puckett, Acting County Administrator

Chairman Fore called the meeting to order as a reconvened meeting from January 9, 2007, stating that its purpose was for a work session on the process of hiring a County Administrator.

In Re: Legislative Day and Rural Caucus Dinner

Board members were reminded that the Virginia Association of Counties and Virginia Municipal League would be co-sponsoring the 2007 Legislative Day on Thursday, February 1st, at the Richmond Marriott. Later that evening, VACo and the Center for Rural Virginia will be hosting a Rural Caucus Dinner.

In Re: Joint Meeting with Town of Farmville

Chairman Fore asked that Board members submit agenda items for the joint meeting with Farmville Town Council no later than noon the following day. The joint meeting will be hosted by Town Council and held at the Farmville Train Station on Monday, January 29, 2007, at 12:00 noon.

In Re: County Attorney Position

Mrs. Puckett reported that Commonwealth's Attorney James R. Ennis had agreed to accept the County Attorney's position on an interim basis.

She further advised that advertisements for the position were being run in The Farmville Herald, Richmond Times-Dispatch, Lynchburg News and Advance; as well as in the newsletters and on the web sites of the Virginia Local Government Attorneys Association, Virginia Association of Counties, and Virginia Municipal League. The deadline for submission of letters of interest and resumes is March 9, 2007.

Supervisor Charles W. McKay entered during this portion of the meeting.

In Re: Hiring Process for County Administrator

The Board discussed materials provided by the Acting County Administrator containing information from the Virginia Association of Counties (VACo) and the International City/County Management Association (ICMA). Included were: recruitment guidelines, a sample recruitment package, sample job descriptions and employment agreements, a 2006 salary survey, and interview questions.

Chairman Fore spoke of the awesome responsibility facing the Supervisors in hiring a new Administrator, and suggested the Board serve as a committee of the whole during the process. He also called attention to the following twelve-week Checklist and Timetable in the ICMA Recruitment Guidelines Handbook:

Week 1

- § Designate an interim administrator.
- § Obtain a status report on local government activities and projects.

Week 2

- § Confirm the recruiting process that will be used.
 - Determine who will be responsible for conducting the recruitment.
 - Establish criteria for the position.
 - Decide on scope of the recruitment and all steps involved.
 - Confirm compensation parameters.
 - Establish a timetable for the recruitment process.
- § Prepare and place advertisements for the position in appropriate publications.

Weeks 3 and 4

- § Identify outstanding potential candidates and send them a written invitation to apply for the position.

Weeks 5 and 6

- § Personally contact the outstanding potential candidates as a follow-up to the written invitation to apply.
- § Acknowledge all resumes as they are received.

Week 7

- § Review all resumes after the application deadline has passed.

Week 8

- § Conduct work-related background checks on a smaller group of applicants and then reduce this number of finalists to a manageable number.

Week 9

- § Confirm the selection process that will be used.
 - Determine finalists.
 - Determine policy on reimbursement of finalist expenses.
 - Establish a timetable for the selection process.
- § Notify finalists and schedule them for interviews.

Weeks 10 and 11

- § Conduct first and second interviews and make a selection.

Week 12

- § Negotiate terms and conditions of employment and put all terms in writing.
- § Finalize related arrangements.
 - Determine a starting date.
 - Confirm a method of announcing the hiring decision.
 - Advise all other applicants of their status.
 - Plan an orderly transition.

During discussion, Mrs. Gilfillan suggested that in addition to contacting references and conducting background checks on the final candidates, on-site visits be made to their current communities.

She also recommended that the Board utilize the ICMA's Range Riders program as a possible resource. Range Riders are generally retired local government professionals who are available to provide assistance to localities. Mrs. Gilfillan felt such a person could lend valuable expertise during preparation of the 2007-08 budget and during the hiring process.

Mr. Fore pointed out that not all states have Range Riders and asked Mrs. Puckett to look into whether Virginia had such a program.

Mrs. Gilfillan also recommended that during the hiring negotiation phase, one or two citizen representatives with human resource experience be appointed to assist the Board in developing the new Administrator's contract.

Supervisors Jones and Ward expressed the opinion that the County should identify available resources from which it could obtain direction or guidance, but did not feel it would be appropriate to enter into any type arrangement(s) unless necessary.

At the conclusion of the discussion, the Board agreed:

- It will follow the twelve-week timetable recommended by the ICMA, thus establishing a tentative date of hire for the new administrator of May 1, 2007.
- The Acting Administrator will provide information on the costs and publication deadlines for advertising the position in The Farmville Herald, Richmond Times-Dispatch, Lynchburg News and Advance, and Washington Post; as well as newspapers in the Raleigh-Durham, Greensboro and Charlotte, North Carolina area; and the newsletters and websites of the Virginia Association of Counties and Virginia Municipal League.
- The Chairman and Acting Administrator will draft an advertisement for the position that will be mailed to each Board member prior to the reconvened meeting to be held January 30, 2007.
- The closing date of the ad will be thirty days from the date of publication (March 16th anticipated).
- The Office of Economic Development and Tourism will compile a document profiling general information about the County to be used in the recruitment process.
- The Acting Administrator will contact the ICMA to determine the availability and costs of procuring the services of a Range Rider.

On motion of Mr. Moore and adopted by the following vote:

Aye:	William G. Fore, Jr. Pattie Cooper-Jones Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Lacy B. Ward	Nay:	None
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the meeting was recessed at 11:08 a.m., and will reconvene for a joint meeting with Farmville Town Council on Monday, January 29, 2007, at 12:00 noon, in the Train Station.