

# CITY OF HENDERSON – RECORD BOOK

Record of Minutes of     A Called Work Session     Meeting on     February 13, 2018    

A Called Work Session of the Board of Commissioners of the City of Henderson, Kentucky, was held on Tuesday, February 13, 2018, at 4:45 p.m. in the third floor Assembly Room, Municipal Center, 222 First Street, Henderson, Kentucky.

There were present the Honorable Steve Austin, Mayor, presiding.

PRESENT:

Commissioner Patti Bugg  
 Commissioner Robert N. Pruitt, Sr.  
 Commissioner Bradley S. Staton  
 Commissioner Austin P. Vowels

CITY STAFF MEMBERS included Russell R. Sights, City Manager; Randall Redding, Acting City Attorney; Maree Collins, City Clerk; Donna Stinnett, Public Information Officer; Robert Gunter, Finance Director; Connie Galloway, Human Resources Director; Jason Hargitt, Interim Police Chief; Jermaine Poynter, Police Major; Wendy Sugg, HPD Administrative Secretary; Jennifer Latimer, Executive Assistant; and Mike Richardson, Police Reserve Officer.

ALSO PRESENT: Bruce Farmer, Henderson County Coroner; Douglas White, *The Gleaner*

THE FOLLOWING AGENDA ITEMS WERE DISCUSSED:

1. Review and Discussion of Police Chief Selection Process

- ✓ Commissioner Staton detailed the revised proposed timeline and the assumptions that were considered for the changes from the previous hiring schedule. He indicated that the three assumptions were-1) received good feedback from police department personnel in terms of how it is being run right now and so there is no reason to make any major rush decisions on the position; 2) the Board was unanimous in that they would like the new City Manager to be on the Committee to help select the new Police Chief; and 3) the Board desires to have the new City Manager hired in a temporary Assistant City Manager position until the current City Manager's retirement date of June 30<sup>th</sup>.
  - June 1 - July 1: Open Application Period for Police Chief Position
  - June 19 Work Session: Form Hiring Evaluation Committee:
  - (2 Commissioners, 2 Police Reps, 1 City Mgr, 1 HR, and others?)
  - July 2: First Meeting of Evaluation Committee - Set Parameters
  - July 2 - July 16: Score Candidates; Trim List to 3
  - July 16: Committee to Reconvene for Discussion
  - July 17 - July 30: Committee Interviews Finalists Face-to-Face
  - July 30: Committee to Reconvene for Discussion
  - Aug 1 - Aug 15: Independent Screening, Background, Personality Assessments of Finalists.
  - Aug 15 - Aug 28: City Manager Considers all Data Collected
  - August 28: City Manager Hiring Recommendation to the Board of Commissioners
- ✓ Discussion was held regarding: the Board's desire to hire from within the ranks of the department; possibly using a scoring rubric to reward candidates with HPD experience; that the Board desires to have the incoming City Manager participate in the process and make the final recommendation; that all Board members have received telephone calls from police department personnel volunteering to participate in the Evaluation Committee; rumors that the Board has already chosen who they want as the new chief-all Board members dispelled the rumor as false and indicated that no discussion among them had taken place; composition of the Evaluation Committee; the Committee's roll is advisory with the

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City Manager making recommendation for the Board's final approval/disapproval; and the Board thanked the members of the HPD for doing such a good job giving them the confidence to move forward with this extended hiring schedule.

NO FORMAL ACTION WAS TAKEN BY THE BOARD OF COMMISSIONERS.

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2. Review and Discussion of City Manager Search Plan

- ✓ Mayor Austin indicated that applications will be accepted through this Friday, February 16<sup>th</sup>.
- ✓ Commissioner Pruitt asked Human Resources Director Connie Galloway how many applications had been received to date.
  - Mrs. Galloway reported that eight applications had been received.

NO FORMAL ACTION WAS TAKEN BY THE BOARD OF COMMISSIONERS.

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MEETING ADJOURN:

MOTION by Commissioner Staton, seconded by Commissioner Pruitt to adjourn.

The vote was called. On roll call, the vote stood:

Commissioner Staton	-----	Aye:
Commissioner Pruitt	-----	Aye:
Commissioner Bugg	-----	Aye:
Commissioner Vowels	-----	Aye:
Mayor Austin	-----	Aye:

WHEREUPON Mayor Austin declared the work session adjourned at approximately 5:00 p.m.

ATTEST:

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Steve Austin, Mayor  
February 27, 2018

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Maree Collins, City Clerk