

**MALABAR TOWN COUNCIL WORKSHOP
OCTOBER 9, 2002 7:00PM**

The Malabar Town Council Workshop was held at the Town Hall at 2725 Malabar Road. The meeting was called to order at 7:00 pm by the Chair, Phillip Crews. The prayer and pledge were led by Mr. Rivet.

ROLL CALL:

| | |
|----------------------------|--|
| COUNCIL MEMBERS: | NANCY TINIO-BORTON BOBBI MOCCIA FRANK BALLOU BOB ROSSMAN |
| MAYOR/CHAIR: | PHILIP CREWS |
| VICE-CHAIR: | STEVE RIVET |
| CITIZENS COMMITTEE: | DON KRIEGER ROY BAKER BRIAN HUNTER STUART BORTON SKIP HARD LARRY PRASSE PATRICIA DEZMAN GREGORY PURDEN WILLIAM A. WITHERS, III BOB WILBOR |
| CLERK: | SUSAN KABANA |

Kabana – presented three items before beginning meeting:

- 1 - A prescribed burn is scheduled for tomorrow north of Jordan between the railroad and US-1.
- 2 - Henry Decker, a former Council member, offered to do profiles of selected candidates if so desired.
- 3 - Sue Hann, Pro-Tem City Manager of Palm Bay, called today stating they are not interested in annexing any part of Malabar. Asks Council to put item back on the agenda.

DISCUSSION OF SELECTION OF TOWN ADMINSTRATOR

Each Council Member listed their top three or five candidates. Clerk used filp-chart and gave out hash-marks.

Top four are: Baltz, Booth, Jakubiak, Knight

- #5 McMahon
- #6 Brillhart
- #7 Voltz
- #8 Zairno
- #9 Pizacki

There is a consensus to Interview the top five. The Mayor will call as many of these 5 as he can reach during the break at this workshop and continue to call, if necessary, after the workshop but only the first 5 chosen. If none of those 5 are the right person they will go from there.

The committee wants 3 questions asked of each candidate:

Are you available?
Are you still interested?
Are you willing to settle on an interview date?
Will you consent to a background check?

The Interview date will be Saturday October 19, 10 am – 2 pm at Town Hall. It is determined that a background check is not appropriate until an offer is posted. All 5 Council members need to be here for each interview.

Kabana – will have a lunch ready. There will be informational material to look at the day of interviews. Also, Kabana will call 5 candidates, and provide copy of Malabar's newsletter, "Mailboat", hotel info, if interested, and a job description.

Crews – explained interview process: We will bring in individual candidates and introduce him to Council. Questions will start on one end with 1 candidate and start on other end with next candidate. Will break it up so that we don't start with the same person each time.

Rossman – suggested citizens committee be here to help evaluate but only the Council members will ask the questions. When all the candidates leave there will be a consensus.

Rossman notes that you can't ask about family or children but you can ask, "Is there anything that would prohibit you from coming to work on time?" That way you've covered transportation, baby-sitting etc. OR you can ask as an opening question, "Please tell the Council a little bit about yourself" and allow 3 minutes for summation. He suggested that each Council member ask at least two questions of each candidate. Choose some by what they've said in the opening statement and others can be taken from their resume. A good question to ask is: "Tell us a little bit about yourself", and "Why do you want the job?"

Council then discussed that they must pay more attention to what's happening with the Town Administrator than they did in the past, which will alleviate the Town Administrator from straying from his duty (s) which is to manage the Town. Staff, in turn, will do the same; i.e. come to the Council and relay any wrongdoings, etc.

Council takes a break and Crews call the candidates. Results of phone contact:

Crews - 2 out of 5 were reached: Baltz – will be here, may not stay for social hour, requested 11 am for interview. Booth – could not reach, will try again tomorrow. Jakubiak – could not reach, left message on his machine. Knight – will be here asked for a 10 am appointment. McMahon – not available, left message on his machine.

Kabana – will contact all members by email regarding the outcome of the phone calls. Rossman – thanked citizens committee for participating.

ADJOURNMENT

Meeting adjourned at 9:05 pm.

BY:

ATTEST:

Mayor Phil Crews, Chair (on 10/09/02)

Susan Kabana, CMC
Town Clerk/Treasurer

Chair Bobbi Moccia (on 06/16/03)

DATE: _____