

**MALABAR TA SELECTION COMMITTEE WORKSHOP MEETING**  
**June 29, 2015                      7:30 PM**

This meeting of the Malabar Town Council was held at the Malabar Town Hall, 2725 Malabar Road, Malabar, Florida.

**A.     CALL TO ORDER:**

The meeting was called to order at 7:33 pm by Chair Carl Beatty. P&P were said by Committee Member Wayne Abare.

**B.     COUNCIL:**

COUNCIL CHAIR:

MAYOR CARL BEATTY, *not present*

VICE-CHAIR:

MARISA ACQUAVIVA, *excused*

COUNCIL MEMBERS:

GRANT BALL

ACTING CHAIR:

BRIAN VAIL

DON KRIEGER, *was present and left to see*

*if he could locate the Mayor. He received a call while he was out; could not return to the meeting so he marked excused from the meeting.*

COMMITTEE MEMBERS:

DICK KORN

BOB WILBUR, *excused*

JOHN SEYBOLD

DAVID STACK

LIZ RITTER

WAYNE ABARE

BUD RYAN, *left at 8:40pm*

JOE MANCINI, *excused*

TOM TAYLOR

KARLENE CONROY

PATRICIA FOSTER

SKIP HARD

HANS KEMMLER

TOWN CLERK/TREASURER:

DEBBY FRANKLIN, *excused*

DEPUTY TOWN CLERK

CYNTHIA KELLEY

**C.     WORKSHOP ACTION:**

**1.     Finalize Questions for Interview**

Seybold stated he had some questions; CM Vail asked that they be held until the end. Taylor asked about all the duplicate questions; DTC Kelley stated that she put all the questions received from each Committee member. It will be up to the Committee to go through the questions and "weed" them out and re-categorize them if they so choose to do so.

Conroy stated she had a question regarding the health insurance but wasn't sure if it could be asked. She wanted to know, since the Town provides health insurance for the employees, if we could ask an applicant if they are a smoker. CM Korn stated that it is a group insurance policy; DTC Kelley stated that she has never completed any forms regarding health issues regarding the health insurance the Town provides. CM Vail stated that this could be a legal issue and we can't ask that type of question. Conroy also asked about the life insurance policy and if it had been eliminated. DTC Kelley stated the additional insurance policy for the TA had been eliminated; CM Korn asked if they knew the history behind this. DTC Kelley stated she didn't know but he could provide the information if he wanted to. CM Korn stated the additional policy had been provided to the previous TA because he had excellent insurance provided by the US government as retired military. When the contract for the current TA was signed, this policy was inadvertently missed; it has since been removed for the new TA that will be coming on board with the Town.

Kemmler asked how long the interviews would be; how many questions do we need to have in place? Vail stated we need to boil them down to the most 20 to 25 important questions.

Abare stated he wanted to make some general comments prior to going through the questions. When the Council put the ad together for the position, it was very vague. The Committee instructed TC Franklin to send out the full job description to each applicant and to place it on the websites with the ad as well. In doing so, we have changed the job qualifications; we must be fair to all the applicant and review each and every one. The full job description now calls for a BA degree and 9 years' experience in the field. If the applicant doesn't have these qualifications met, they don't meet the job description. He is not saying that the Committee did anything wrong, but we have to play by the new rules. We have a herculean task here to hire a new TA. Abare stated that the current TA is the HR person for the Town; Mayor Beatty stated to choose a Chair and Vice-Chair at the last workshop and that wasn't done. Abare has an idea and would like the committee to vote on it. The person best to help with this process would be TA Wilbanks; she knows the job and the questions that need to be asked of the applicants. He felt she should facilitate these meetings and assist with this process.

Ryan stated that he disagreed with Abare; several people felt the same. CM Vail stated that Abare had the floor and to let him finish his thoughts. Abare stated that he felt she, TA Wilbanks, could do this and he has spoken to her about it. She is in agreement to help if the Committee would like her to. Ritter asked if she could come up with the questions for the Committee. Abare stated that she more than likely could.

CM Korn stated that there is a reason we are meeting this evening. We are here to make a change. There has been several people (residents) that want a change as well. He doesn't think she's qualified to speak for the Town; she doesn't know the Town or the residents. Ritter state that it wouldn't hurt to have her come up with the questions needed for the positon. Taylor stated, after 8 years, she's done very little for the last 3 years. We need to get progressive in the hunt for the new TA.

**MOTION: Abare/ moved to have TA Wilbanks facilitate the workshop meetings, not as a voting member, to guide the Committee towards the selection of the new TA.**  
MOTION DIES FOR LACK OF A SECOND.

At this time, the Committee started working on the questions. They started with the category of General questions and worked their way through the list. DTC Kelley kept the votes of each question with the Aye/Nay votes.

Ryan received a phone call and stepped out of the Council Chambers at 8:27 pm; he returned to the meeting at 8:36 pm. Ryan left the meeting at 8:40 pm for the evening.

The Committee continued working on the questions. At the end, it was suggested to have another workshop for the Committee to review the remaining questions once more. The date suggested was Tuesday, July 7<sup>th</sup> at 7:30 pm. DTC Kelley asked to speak; stating there is a Council meeting on the 6<sup>th</sup> of July and you want a workshop on the 7<sup>th</sup> as well. With staff out of the office on Friday, the 3<sup>rd</sup>, it will be very hard to get two packages out at one time. Would the Committee think of moving the workshop to the 9<sup>th</sup>? CM Korn stated he would not be able to make the workshop on the 9<sup>th</sup>. DTC Kelley stated that the packet should be out by Tuesday; he could email her with his comments and she would make sure that everyone on the Committee was made aware of his input. DTC Kelley also stated that the Committee needs to be mindful of the calendar as Council will be having budget workshops coming up as well. She is thinking of everyone here this evening but she is also thinking of staff and the time it takes to put the information together for each meeting. It would be most helpful if they could consider the 9<sup>th</sup> for the workshop. It is the general consensus of the Committee to have the workshop on the 9<sup>th</sup>.

Another workshop was set for July 16<sup>th</sup> as well; this workshop will be for the Committee to go through their findings for the applications received. With the telephone interviews being held between 7/16-7/19/15, the Committee needs time to go through them and make their recommendations to Council.

CM Vail stated, with the way the information is coming in and being reviewed, we may need to let the applicants know that the phone interviews may need to be put for a little bit so we aren't rushed into anything.

It was suggested and the general consensus of the Committee to put another workshop for the 21<sup>st</sup> of July on the calendar. If it is needed, the date is already saved and we don't need to "look" for a date that may not be available. There is also a workshop scheduled for the 27<sup>th</sup> of July; this is also on the calendar and will be used only if necessary.

Ritter stated she didn't like the scoring sheets and asked if they could be changed. CM Korn stated he didn't feel comfortable using them and asked where they came from. DTC Kelley stated that they came from the Clerk's office; we were trying to put something together as a helpful tool for the Committee based on conversations and what you were looking for in the applications.

Abare stated, with the time frame, he has placed the out town people at the bottom of the list. It could take some time to put someone from out of town into the position and he stated he is looking at the local people first. CM Korn stated that he intends to bring up at the next Council meeting the interim time that we may not have a TA and who needs to fill that function. Conroy stated that it's in the Code; if the TA isn't here, it is up to Council to take care of the duties. CM Korn stated that Council still needs to address this and assign someone whether it be a staff member or a Council member or someone else.

CM Vail stated that the Committee needs to take their time and get the person that they want for the job. Council needs to have a plan. Seybold stated we need to take some time and not rush into anything. Conroy asked if the Committee will be addressing the contract for the TA. DTC Kelley stated that part of the process is up to Council; CM Vail stated that this is a legal contract and if anyone on the Committee would like to come to the open meetings and express their thoughts or opinions, they may do so.

Hard stated that someone who is local will be more up on what has been going on in and around the Town. CM Vail stated he is in agreement but it will be up to the applicants. Taylor stated that a lot of people have been let go from Palm Bay recently; the question of why you left your prior position should be double underlined. CM Korn stated that some new leaderships want their own people in place. CM Ball stated that we are all saying the same thing; location and history is important as well as qualifications. We need to look at all the aspects of the hiring process.

Conroy asked about some of the applicant's information being blacked out. DTC Kelley stated that those people are or were in the law enforcement, fire-fighting or public health fields and their information is to be redacted by State laws. CM Ball stated when the new TA comes in and if they were one of those people, their information would then be public. DTC Kelley stated that they are exempt for life. CM Korn asked how we are supposed to truly know if they were in those fields. Seybold stated their resumes have their work history listed.

CM Vail stated the phone interviews should be shorter and we should have about 12 people; then from there it should be narrowed down. DTC Kelley stated that when it comes time for the interviews, anyone from out of state will be provided \$450 towards travel expenses and applicants within the state will be provided \$150 towards travel expenses. She stated that this was told to Council and they didn't dispute or change any information; this is what they came up with and it will be provided for this go round of applicants. CM Vail commented on the phone interviews; if we have issues getting 12 to 15 people, we can postpone the interviews due to a turn in the process. Once we boil the applications down, we will postpone so we aren't rushed. We will need to extend the phone interviews. Seybold stated he has a sense that we may be moving too fast; need to work on the questions and get them in line. CM Vail stated to keep the phone interviews to a ½ hour to 45 minutes. CM Korn stated that Mayors Beatty and Crews should have a say in this; don't want to put constraints on them.

Seybold asked the Committee to think about adding a question of "Do you have any questions for us". DTC Kelley stated that was in there and then removed before you saw the list of questions; she added it back into the mix. The question of salary came up; CM Vail stated the ad said DOQ. However, we need to know if they have a figure in mind and aren't willing to take less. Hard stated that you may have someone who needs a job and takes the position. CM Korn stated we have a base salary of \$69,000 with a \$600/month car allowance. Some of the resumes are showing around that much or less. Taylor stated to do away with the phone interviews and use the computer. Conroy stated you can do face-time or skype. She also said we need to keep in mind the size of the town when it comes to the salary. A copy of the contract for Sebastian was sent out; they have a much larger city and citizenship than we do and are paying over \$100,000 in salary and benefits for the City Manager. "What are your salary constraints?" should also be a question that is asked of the applicants as well.

**D. ADJOURNMENT**

CM Vail, without any further discussion, asked for a motion to adjourn.

**MOTION: Foster / CM Ball moved to adjourn the meeting. VOTE: All Ayes.**

This meeting adjourned at 9:17 pm.

BY: Marisa Acquaviva  
Mayor Carl A. Beatty, Council Chair  
Signed in his absence by Vice-Chair Marisa Acquaviva

TRANSCRIBED BY:

Cynthia Kelley  
Cynthia Kelley, Deputy Town Clerk

ATTEST BY:

Debby K. Franklin  
Debby K. Franklin, Town Clerk/Treasurer

Date Approved: 7/6/15