

**Haines Borough
Borough Assembly Special Meeting
November 3, 2009**

MINUTES

Approved

THIS IS A SPECIAL MEETING FOR THE PURPOSE OF (1) CONSIDERING A RESOLUTION, (2) INTRODUCING AN ORDINANCE, (3) DISCUSSING THE HIRING PROCESS FOR A NEW BOROUGH MANAGER; AND (4) HOLDING AN EXECUTIVE SESSION TO DISCUSS MATTERS THE IMMEDIATE KNOWLEDGE OF WHICH WOULD CLEARLY HAVE AN ADVERSE EFFECT UPON THE FINANCES OF THE BOROUGH (POTENTIAL LITIGATION FROM FORMER MANAGER) PURSUANT TO AS 44.62.310(C)(1). THE ASSEMBLY MAY TAKE ACTION ON THESE AGENDA ITEMS. NO OTHER ISSUES WILL BE CONSIDERED AT THIS MEETING.

1. CALL TO ORDER/PLEDGE TO THE FLAG:

Mayor **HILL** called the meeting to order at 6:00pm in the Assembly Chambers of the Public Safety Building and led the pledge to the flag.

2. ROLL CALL:

Present: Mayor Jan **HILL** and Assembly Members Norm **SMITH**, Scott **ROSSMAN**, Steve **VICK**, Jerry **LAPP**, Joanne **WATERMAN**, and Gary **LIDHOLM**.

Staff Present: Bob **WARD**/Interim Manager, Julie **COZZI**/Borough Clerk, and Jila **STUART**/Chief Fiscal Officer.

Visitors Present: Bill and Libby **KURZ**, Roger **MAYNARD**, and Jack **WENNER**.

3. APPROVAL OF SPECIAL MEETING AGENDA

Motion by **LAPP**: Approve the Agenda. It was seconded by **WATERMAN**. The motion carried unanimously.

4. PUBLIC COMMENTS – None

5. BUSINESS

- A. RESOLUTION 09-11-176 - A resolution of the Haines Borough Assembly authorizing application to the Alaska Drinking Water Fund for a \$563,558 loan for replacement of asbestos cement pipe on Oceanview Drive, Willard Avenue and First Avenue.**

Motion by **LAPP**: Adopt Resolution 09-11-176. It was seconded by **WATERMAN**. The motion carried unanimously in a roll call vote.

- B. ORDINANCE 09-11-219 – An Ordinance of the Haines Borough Assembly authorizing the Chief Fiscal Officer to accept a loan from the Alaska Drinking Water Fund.**

Motion by **LAPP**: Introduce Ordinance 09-11-219 and set a first public hearing for 11/10/09. It was seconded by **LIDHOM**. The motion carried unanimously.

C. MANAGER HIRING PROCESS – Discussion Item

WARD suggested a possible process might be to short list by 11/10 and then the

interview and background checks could begin. His anticipated departure is December 1st, and he believes it is possible that a manager contract could be in process if not in place. He noted that the police chief recruitment process last year involved a hiring committee. There is merit in establishing a committee for the borough manager that would include some assembly members and community members that have had participation in local government, such as serving on an advisory board or being a former elected official.

SMITH said he has already short-listed to 3 and is not sure a hiring committee is necessary since assembly hires the borough manager. Instead, he would be willing to sit in on a committee-of-the-whole between now and 11/10 to discuss this. He added that he would like to see a minimum of a week's worth of transition time between the interim manager and the new manager. He doesn't think there is enough time to get the hiring done with the holiday season coming up. **WARD** noted that the upcoming Alaska Municipal League conference will affect things, as well, so it might be another reason for expanding the hiring committee. **VICK** agreed the timing appears tight. He doesn't mind the idea of a hiring committee for the interview process. **ROSSMAN** agreed.

WARD said the process could be expedited if everyone brings their list of the top four or five candidates to him, as soon as possible. That way the compiled shortlist could be ready before the 11/10 meeting. Everyone agreed to get them in to him by the end of the week. **WARD** offered that he could work to set up phone interviews for Thursday, 11/12 or Friday, 11/13. **SMITH** suggested that the deadline for the shortlists be by Thursday this week. All agreed. **WARD** said he will bring the top three to the assembly on 11/10 and they can decide whether to skip phone interviews and go straight to flying them here for face-to-face interviews.

STUART said she feels conflicted, because on one hand she wants to encourage the assembly not to rush through this process but, on the other hand, she believes **WARD** might be the assembly's best tool for going through this hiring process. She went through the applications herself and came up with seven candidates that she believes could do the job. **ROSSMAN** said she made a good point and wondered if it's really necessary to rush. **VICK** said if there is a consensus on the shortlist, the interview process might as well get started. However, he agreed that it needs to be done right and not rushed. **WATERMAN** agreed. If a hiring committee is established, perhaps two department heads should be invited into the process. **LAPP** agreed that staff should at least be involved with listening in on the interviews and having some input during the assembly deliberations. **ROSSMAN** suggested that the department heads score the applications, also. **WARD** said they are currently doing that, and he will provide those results at the next meeting, along with the assembly's compiled lists. He also noted that the valuable resources for a new manager are the staff members that bring him/her up to speed. **SMITH** said he's not sure the department heads need to weigh in on the process of hiring the manager. It's important to keep the process as simple as possible. It was clarified that it is actually the borough officers who are reviewing the applications. **VICK** suggested one department head and one borough officer on the hiring committee if there is one. He agreed with **SMITH** that it should be simple. **WARD** said he's only had one experience in the past where an expanded search committee was used to hire a borough manager. There is merit in the notion of bringing others into the process, but it's still the prerogative of the assembly whether or not to accept the committee's recommendation. The committee would not eliminate the assembly's authority in making the final decision. He thought that

VICK's idea of one officer and one department head was good. As for a member of the public, CIA might be good, or someone with local government experience, in addition to a portion of the assembly.

LAPP suggested that the assembly members could provide a recommendation for committee members when they provide their shortlists. **WARD** said the critical need is really during the interview process for a hiring committee. Next meeting, the assembly will decide if they want a hiring committee and, if so, who would serve on it.

- D. EXECUTIVE SESSION – The Assembly, upon motion, will move into executive session to discuss matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the Borough (potential litigation from former manager). AS 44.62.310(c)(1).**

Motion by **WATERMAN**: Move into executive session to discuss matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the Borough (potential litigation from former manager) as provided by Alaska Statute 44.62.310(c)(1). It was seconded by **VICK**. It carried unanimously.

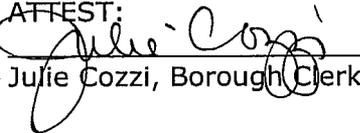
The mayor called a brief recess at 6:50pm. The Executive Session began at 6:59pm, and the regular session reconvened at 7:27pm. (28 minutes)

Motion by **LAPP**: Approve 3 months severance pay for Tom Bolen on condition of his resignation and a signed severance and release agreement. The motion was seconded by **WATERMAN**. The motion carried 4-2 in a roll call vote with **LIDHOLM** and **ROSSMAN** opposed.

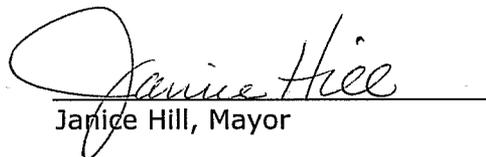
6. ADJOURNMENT – 7:31pm

Motion by **LAPP**: Adjourn the meeting. It was seconded by **WATERMAN**. The motion carried unanimously.

ATTEST:


Julie Cozzi, Borough Clerk




Janice Hill, Mayor

