

**Special Meeting Agenda**  
**Town Manager Selection Committee**  
**Thursday, January 6, 2022; 4:30 pm**  
**Duncan Town Hall; 506 South East Old West Highway**

**Call to Order:** Called to order at 4:43 pm by chairperson Valerie Smith

**Roll Call:** Chairperson Valerie Smith, Committee Member Alex Blake, Committee Member JT Maher, Committee Member Louanne White, Interim Town Manager Philip Cushman, and Assistant Town Clerk Megan Bejarano. Committee Member Meghan Wagley absent

**Pledge of Allegiance:** Led by Alex Blake

**Prayer:** Led by Philip Cushman

1. **Chairperson's Report:** Chairperson Valerie Smith reported that she hasn't received any pictures, but maybe she can try to take some pictures on her own.
2. **Committee Member's Reports:** No reports from committee members.
3. **Development of Town Manager Employment Brochure:** The CMI brochure was underwhelming to the committee. The committee thinks there needs to be more, better, and bigger pictures. They had requested an infographic but didn't have one on the brochure. There should be a list of major employers included on the brochure. Alex is going to take some information down to CMI and see if they can come up with something better for us within the next week.
4. **Executive Interviewing Techniques and Processes:** The committee recommended sending out a questioner and having the interviewee answer them either before or during the interview. They will need a scoring matrix for the questions, and they believe council should come up with the matrix.
5. **Contract Negotiations (ZOPA and BATNA), Executive Compensation (Salary and Benefits), and Performance Expectations:** The committee agrees that the Town Managers house is a big bargaining chip for us when it comes to negotiations.

**Recess: 5:35 pm Alex Leaves**

6. **Consideration of Date and Time of Next Meeting:** The next meeting will be Monday January 24, 2022 at 4:30 pm.
7. **Adjournment:** Meeting adjourned at 5:43 pm.

**Certification: I hereby certify that the foregoing minutes are a true and correct copy of the Special Meeting held on the 6<sup>th</sup> day of January, 2022. I further certify that the meeting was duly called and held and that a quorum was present.**

**Dated this 12<sup>th</sup> day of January, 2022**

**Special Meeting Minutes, January 6, 2022**

**Assistant Town Clerk**

**Megan Bejarano**