TOWN OF AYDEN
GOVERNING BOARD MEETING
OPEN SESSION MINUTES

January 20, 2015 – 7:00 pm (Emergency Meeting)
Ayden Town Hall – Second Floor Boardroom

I. CALL TO ORDER

A. Call to Order
Mayor Tripp called upon Town Attorney Phil Dixon who recommended that the Board enter into Closed Session pursuant to NCGS 143-318.11(a)(6) -"to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee."

Mayor Tripp called for a motion and subsequent vote to enter closed session.

Motion: Commissioner Mewborn
Second: Commissioner Harris
Discussion: None
Approved: 5-0
The motion to enter closed session at 7:05 pm was approved.

B. Roll Call
Present:
Mayor Tripp
Commissioners Davenport, Harris, Mewborn, Skinner and Ross

Absent:
Sherri Scharf – Town Clerk

Also Present:
Brandon Holland – Town Manager
Phillip R. Dixon – Town Attorney
T. Craig Williams, Ph.D. - Consultant

II. RETURN TO OPEN SESSION

Mayor Tripp called for a motion and subsequent vote to return to open session.

Motion: Commissioner Mewborn
Second: Commissioner Skinner
Discussion: None
Approved: 5-0

The motion to return to open session at 8:35 was approved.

After much discussion in Closed Session with Consultant Dr. Craig Williams, the Board reached a consensus. Mayor Tripp then called for a motion and subsequent vote:

Motion: Commissioner Skinner
Second: Commissioner Davenport
Discussion: None
Approved: 5-0

The motion to approve hiring Dr. Craig Williams as a Human Resources Consultant to conduct a comprehensive review of the Town's Human Resources management policies and procedures; establish a program of training and team building to facilitate team alignment processes for the Ayden Executive Leadership Team; and investigate and seek to corroborate any existing employee complaints was approved.

III. ADJOURNMENT

Having completed the business before them, Mayor Tripp announced that without objection the board would stand adjourned at 8:45 pm.

CERTIFICATION

Minutes from the January 20th closed session meeting were adopted and certified this 9th day of February 2015 in Ayden, North Carolina.

THE TOWN OF AYDEN INCORPORATED SEAL 1891 PITT COUNTY, NC

AYDEN, NORTH CAROLINA

Stephen W. Tripp, Mayor

ATTEST:

Sherri L. Scharf, Town Clerk

Project Proposal

Consultant:

Craig Williams, Ph.D.
8726 Adams Court
Emerald Isle, NC 28594

Client: Town of Ayden, North Carolina

Project: 1) Comprehensive Review of Human Resource Management Policies and Practices
2) Facilitate Team Alignment Process for the Town of Ayden Executive Leadership Team

Daily Consulting Rate: $2200.00, plus expenses (travel, hotel, meals, and administrative expenses associated with providing necessary client materials*)

1. Project Scope and Costs: Comprehensive Review of Human Resource Management Policies and Practices

• Facilitate project overview sessions with executive leadership team and staff; collect and review all existing written HRM polices; develop policies & practices interview protocol; develop policies & practices staff survey	1 Day	$2200.00
• Conduct "policies & practices" interview with executive leadership team members; administer "policies & practices" staff survey	½ Day	$1100.00
• Analyze data (review of existing policies, leader interviews, staff survey) and develop recommendations for HRM policy revision/development	½ Day	$1100.00
• Facilitate working session with executive leadership team: review data and recommendations; discuss and agree on policy revisions; discuss and agree on training strategy	½ Day	$1100.00
• Develop HRM policy manual and training materials	1 Day	$2200.00
• Conduct "train-the-trainer" session for the executive leadership team and superintendents (specific training strategy dependent on outcome of leadership working session)	½ Day	$1100.00
Total Project Cost:	3 Days over time	$8800.00 (plus expenses) *

EXHIBIT "A"