

**MINUTES OF THE SPECIAL MEETING  
AMBERLEY VILLAGE COUNCIL  
TUESDAY, APRIL 5, 2011**

The Council of Amberley Village, Ohio met in a special session at the Amberley Village Hall, 7149 Ridge Road on TUESDAY, APRIL 5, 2011, at 7:30 P.M. Mayor Merrie Stillpass called the meeting to order. The following roll call was taken:

**PRESENT:**

Jon Chaiken  
Fran Cohen  
Peg Conway  
Ed Hattenbach  
(arrived at 7:45 p.m.)  
Leslie McIntosh  
Louis Katz  
Merrie Stillpass

**ALSO PRESENT:**

Bernie Boraten, Village Manager  
Kevin Frank, Village Solicitor  
Chief Monahan, Police/Fire  
Nicole Browder, Clerk of Council

**ABSENT:**

Rick Kay, Village Treasurer

Mayor Merrie Stillpass welcomed everyone to the special meeting of the Amberley Village Council, and led those in attendance through the pledge of allegiance.

Mayor Stillpass announced that the purpose of the meeting was to discuss the process of recruiting and hiring a new Village Manager. She explained that current Village Manager Bernie Boraten submitted a letter on March 28 to the Village which announced his plans to retire on May 31, 2011. She commented that Mr. Boraten has offered to assist the Council in the transition process.

Mayor Stillpass stated that the goal of the meeting was to arrive at a process to establish desired skills and attributes for a job description and advertising methods, and to discuss the use of outside resources for the selection process.

Mayor Stillpass gave an overview of the recruitment and selection process, which included the following steps:

Preparation

- Define the position
- Develop a profile

Recruitment

- Prepare an advertisement and establish a salary range
- Advertise
- Acknowledgement letter

Selection

- Screening of applicants
- Background and reference checks
- Interviews

Appointment

Other Considerations:

- Council or Committee, sunshine laws
- Community input: methods, pros/cons
- an interim-manager position; hire a consultant (firm or individual); there are steps we can do, or combination
- No confidentiality of resumes under OH law, should respect candidates
- What are we looking for: education, skills, experience, etc.
- Most important priorities for new manager
- Additional questionnaire to obtain essay responses
- Job search: local/state/national; Interviews—travel expenses, Relocation expenses
- Background checks: criminal & professional; community
- Interface

Mayor Stillpass then introduced Tracy Williams who serves as an International City/County Management Association (ICMA) Senior Advisor and State Liaison as well as a Range Rider. Mr. Williams retired from the City Manager's position with West Carrollton after 30 years. He will assist with any questions posed by council.

Mr. Williams thanked the Council for the opportunity and stated that he lives nearby. He first took time to congratulate Mr. Boraten for dedicating his career to municipal government and stated that he will be missed. Mr. Williams' stated that much sacrifice is given by a manager and his family during a manager's career.

Mr. Williams explained that the process of selecting a new manager is a very challenging process and, in particular, during such financially challenging times. He commented that this decision will be the single most important decision made by council members during their term in office. It is a serious decision that must not be taken lightly and he realizes that the council understands this and that council will proceed toward a very thorough and professional process.

Mayor Stillpass shared the following information that she has received. She stated that Wyoming and Glendale recently went through the selection process of hiring managers. Both municipalities utilized consulting firms, namely Slavin Management Consultants and David Krings.

Wyoming staged an international search and received 150 applicants. The assistant manager who was standing in as interim manager was ultimately hired. The total cost for their process was \$15,000 plus \$7,500 for expenses. Glendale performed a smaller scale process and spent \$7,500. Glendale hired the manager from the City of Milford.

Mayor Stillpass asked that the record note Council Member Ed Hattenbach arrived at the meeting at approximately 7:45 p.m. Mayor Stillpass provided a brief overview of what had been discussed for Mr. Hattenbach's benefit.

Mayor Stillpass then stated that these various methods are options for the council to consider. She then opened the floor to the council for discussion.

Mrs. Conway asked Mr. Williams to what extent it would be reasonable for council to expect a candidate to have expertise in economic development and marketing. Mr. Williams explained that when the council compiles a list of qualifications and/or desired attributes, a prioritized list would bring the most important qualities to the top. Utilize the advertisement and job description to promote those qualities most desired.

Mr. Katz asked if an MPA degree program was available at area universities and, if so, how many would be graduating this year and would those individuals have any experience. Mr. Williams explained that most programs include internships. Mr. Katz asked if the Village should require a master's degree. Mr. Williams stated that the Masters in Public Administration is desirable, but that experience is very valuable. Mr. Katz asked if area universities would have recruitment offices that the Village could contact. Mr. Williams confirmed such. Mr. Boraten commented that he received his master's from the University of Cincinnati, although they currently do not offer the program. Mr. Boraten stated that he assisted the University of Kentucky with the development of their master's program.

Mr. Chaiken asked Mr. Williams if the use of a consultant would be the best way to narrow the applicants. Mr. Williams highly recommended retaining a recruitment firm to guide the Village through the process. Mr. Katz asked Mr. Williams if he recommended any particular consultants. Mr. Williams stated that he has forwarded such information to Mayor Stillpass.

Mayor Stillpass asked the council to review the handout at their seats which was an email from Steve Huseman, and she went on to name the following possible consultants for council to consider: Mike Kelly, former public safety director of Oakwood; Don Vermillion, currently assisting in Franklin, Ohio, and he charges \$125 an hour, not to exceed \$10,000. Most descriptions among the consultants' guides adhere to very similar processes.

Mr. Hattenbach stated that he is not clear how council will choose from the pool of consultants that the Mayor has shared. He felt that council should utilize a consultant with experience assisting a community similar to the Village.

Mrs. Conway stated that she felt the Village should utilize consultant services to define the position and cull the resumes. She stated that there is value to employee and resident input. Council should invest the appropriate time on the front-end to create a thorough process.

Mr. Katz stated that it would save time to utilize a consultant.

Mr. Chaiken stated that he would like the consultant to help council define the position.

Mr. Williams stated that the very first order of business for a consultant would be to define the position. Another value of having a consultant is that they will assist the Village in putting forth the Village's best image to the candidates.

After additional general discussion, Mr. Katz moved to start the search for an executive recruitment consultant or firm to assist the Village in defining the Village Manager's role and a recruitment and selection process to hire a new manager. Seconded by Mr. Hattenbach.

Mayor Stillpass commented that she felt it was a great idea to hire a consultant. She has talked with various resources already that are willing to assist the Village. She stated that she did receive a proposal from David Krings and will provide a copy to council for review. She then confirmed that the process going forward will include the entire council.

Mr. Katz then recommended that the Village seek residents with experience in hiring recruiters and select one or two employees to participate as well.

Mrs. Conway stated that she felt the Council should defer to the consultant for appropriate incorporation of resident and employee input. She does see the value of such input.

Mr. Katz stated that residents who have had hiring experience utilizing recruiters should be included to assist the Village to find the right recruiter.

Mr. Williams stated that typically the recruiter will work with council on defining and incorporating the desired outside input in order to create the sense that all interested parties have put their "fingerprints" on the process. He did confirm that he has not seen citizen involvement during the selection of the recruitment firm.

Ms. McIntosh stated that she feels bringing in residents and employees at this stage would overcomplicate the process.

Mr. Hattenbach stated that he agreed with Mr. Katz. Mr. Katz commented that he does not have experience in retaining a recruitment firm and to ignore these resources would be a disservice to the residents.

Mrs. Conway clarified that there will be opportunity for public input as there will be public meetings on this matter. There was general discussion regarding what information would be discussed at public meetings and the appropriate use of executive session. Mr. Frank suggested that discussion of the consultants may not constitute permissible executive session; however, discussion of a specific employee is permitted.

Mrs. Conway stated she felt all meetings relating to the consultants should be open meetings.

Mayor Stillpass asked Mr. Katz how we find the experienced residents to which he is referring. Mrs. Conway asked Mr. Katz if he planned to do a type of invitation. Mr. Katz stated that an email could be sent out and a posting placed on the website. Mrs. Conway stated that Mr. Katz should write up the desired information and submit it for posting to the website.

Mayor Stillpass stated that the motion being considered is to start the search for an executive recruitment consultant or firm to assist the Village in defining the Village Manager's role and a recruitment and selection process to hire a new manager, which was moved Mr. Katz and seconded by Mr. Hattenbach. The motion carried unanimously.

Mayor Stillpass asked if there were any additional questions or discussion.

Ms. McIntosh asked Mr. Williams if size or income of a municipality drives the compensation for this position. Mr. Williams suggested that a salary survey be conducted to assist with determining the compensation. He commented that the compensation level also drives the caliber of the candidates that you wish to attract.

Mayor Stillpass asked Mr. Boraten if the Center for Local would have a recent salary survey. Mr. Boraten confirmed that data should be available. He then clarified that the differences in compensation are noticed among urban versus rural areas as well as forms of government where the Mayor is in charge of employees versus the manager. Mayor Stillpass requested that Mr. Boraten obtain such salary data.

Mayor Stillpass thanked Mr. Williams for his time and expertise in this matter. Mr. Williams stated that he is available to assist and the Village may call upon him when needed.

Mayor Stillpass stated that there being no other business the meeting was adjourned.

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Nicole Browder, Clerk of Council

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Mayor Merrie Stillpass