



A special meeting of the Minden Town Board was held on Tuesday, October 25, 2011, at 1602 Esmeralda Avenue in Minden, Nevada.

Meeting was called to order by Chairman Stephans at 6:00 p.m.

Board members present: Matt Bernard, Charlie Condron, John Stephans, Steve Thaler and Roxanne Stangle.

Staff present: George Keele, Bruce Scott and Trish Koepnick

1. Pledge of allegiance was led by Roxanne Stangle.
2. Stangle/Condron moved for the approval of the agenda. Motion carried unanimously.
3. Public comment: None

ADMINISTRATIVE AGENDA:

6:00 p.m. Discussion and possible action to approve, approve with conditions or deny action on the Minden Town Manager selection process, not limited to but including the option of:

- a. **Choosing one candidate for the position.**
- b. **Choosing three top candidates for the position, with the final interview process to be held at the regular Town Board meeting on November 2, 2011.**

If a candidate is selected, the Chairman may authorize negotiation of salary and start date, with formal appointment possible to be set at the November 2, 2011 Board meeting.

Mr. Stephans noted that at a recent workshop we addressed what traits and attributes we are seeking in a manager, and asked the Board for input on the candidates.

Mr. Thaler thanked the County for the time and effort yesterday during the interview process, and he thanked Mr. Condron for the concept of approaching the hiring process in the manner that was used. He reviewed the skill sets that he gleaned from the workshop, and also from the public comments. He believed that everyone who interviewed yesterday was extremely qualified. His preference in skill sets were as follows: someone who could be the face of Minden, has a proven financial background, is a self starter who can hit the ground running and develop a plan for first 180 days, who has a vested interest in the community and sees what is best for Minden, has a commitment to the job and is in it for the long haul, and someone with a vision for the future. He believes that today we should narrow it down to three candidates, and ask these top three to give a presentation at the November Board meeting so the general public can meet the top three candidates.

Mr. Thaler disclosed that one of the applicants, Jenifer Scott, used to work for him. In no particular order, his top three choices are Jenifer Scott, Mike Jarrett, and Jeremy Davidson.

Mr. Bernard said that he also refreshed his memory on the attributes sought and noted

that the Board members were thinking similarly as they had agreed on 13 out of the 38 candidates. Every one of the candidates could work for the Town and do a good job. Of first importance is a leader; not having had a manager before, the first manager was a big adjustment for the staff and the Board. He would like someone who the staff can look to for help with personnel decisions and communications. The second component is a financial background; third component is a long term prospect for continuity and success; fourth component is the ambassador/face of Minden element, someone who will hit the ground running. His top three candidates are: Aaron Palmer, Travis Lee and Jim Park.

Roxanne Stangle said that looking from a business side, she would want a manager who has not been only a government worker but has also been involved in the private sector. She would like a leader—not someone to tell employees how to do their job but who wants to be a part of it, as our employees already know their jobs. All of the things mentioned previously were part of her criteria in selecting her top candidates: Greg Leiss, Aaron Palmer, Jenifer Scott, and Mike Jarrett.

Charles Condron said that he wished that there were 13 positions as they were all such qualified people. He was impressed by the amount of homework done as well as their enthusiasm, and he appreciated what HR did to accommodate the Town in this process. He compared his top six choices against each other in five categories: communication, personnel management, finance and budget, ability to be an ambassador, and someone who is a Minden historian who loves Minden. He was able to quantify using old math concepts, and arrived at his top three: John Greenhut, Aaron Palmer and Travis Lee.

John Stephans said that his top criteria are communication and listening skills, financial and budgeting working knowledge, experience in working with people from a personnel standpoint as well as a working knowledge of how the Town works, and a Town ambassador with a love for Minden. His main emphasis was on communication skills as well as finance and budgeting. His top three candidates are Aaron Palmer, John Greenhut and Jenifer Scott.

The top five candidates to make the short list were determined to be Aaron Palmer, Jenifer Scott, Mike Jarrett, John Greenhut, and Travis Lee based on the choices given by the Board. The agenda was noticed in a way that allowed for choosing more than three candidates, and the Board agreed that the final process will involve allowing five candidates to come to the November Board meeting and explain to the Board why they should be the next Town manager. The process would involve a strict time frame in which they give a verbal presentation. In order to create a fair scenario, the candidates would be asked but not required to wait in the Town office while the other candidates are speaking. The order would be determined randomly by picking names out of a hat. Mr. Stephans said that each candidate must talk and sell themselves, and there will be no PowerPoint presentations.

Thaler/Condron motioned that at the November 2nd Board meeting the five top candidates, Aaron Palmer, Jenifer Scott, Mike Jarrett, John Greenhut, and Travis Lee, would appear before the Town Board and be given no more than 15 minutes to present to the Board why they should be chosen as the next Town manager. Motion carried unanimously.

Thaler/Stangle motioned to adjourn the meeting. Motion carried unanimously.