

GENOA TOWN ADVISORY BOARD
Special Meeting Minutes
January 25, 2019

The Genoa Town Advisory Board held a public meeting on January 25, 2019 beginning at 1:00 PM, Genoa Town Hall, 2287 Main St., Genoa, Nevada.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE TO THE FLAG

The meeting was called to order by Chair Steve Shively. Present were board members Gordon Pasley, Linda Birdwell, Steve Shively, Patricia Eckman, and Brian Crowe. Also present was Interim Town Manager Melissa Blosser, Town Attorney Mike Rowe, and Douglas County Human Resources Representative Cindy McMurry.

Members of the public were asked to sign in, and the sign in sheet is attached to the original minutes as **Exhibit A**.

Pledge of Allegiance was led by Chair Steve Shively.

APPROVAL OF AGENDA

Vice-Chair Birdwell moved to approve the agenda; motion seconded by Member Eckman and passed unanimously.

ADMINISTRATIVE AGENDA

Agenda Item No. 1:

Presentation from Human resources on job requirements and appropriate questioning. Discussion on the Town Manager applicants and the recruitment process, including: conducting interviews, possible selection of one or more applicants for further consideration or extension of a conditional offer to one candidate, and a determination on the next steps in the selection process, as appropriate

Douglas County Human Resources Representative Cindy McMurry presented information to the Board regarding the qualifications for the position, candidate selection criteria, and prohibited topics during the interview process. There was a discussion of the process for asking questions during the interview.

Chair Shively moved to accept the process for interviewing as laid out by Douglas County Human Resources Representative Cindy McMurry; motion seconded by Vice-Chair Birdwell and passed unanimously.

Public Comment was opened prior to the beginning of interviews. No Public Comment.

In order, the Board interviewed candidates Connie Summers, JT Chevallier, Daniel Dykes, and David Eglinsdoerfer. The list of questions asked during the interviews is attached as **Exhibit B**. Materials provided by the candidates for their interview presentations are available upon request from the Town of Genoa Office.

At the conclusion of the interviews, and prior to Board discussion and action, public comment regarding the candidates interviewed was opened. Randy Falcke discussed his views on the qualities he suggested the Board consider in making their selection. Martin Manning

mentioned the significance of a candidate being willing to be hands on in dealing with situations, particularly in disaster scenarios. No further public comment.

The Board discussed the candidates and presented their individual rankings of the candidates. The Board Members' rankings are attached as **Exhibit C**. There was further discussion of the top two ranked candidates, including the possibility of further questioning of candidates at a later date and the next steps in the process, including the possibility of making an offer to the top ranked candidate.

Vice-Chair Birdwell moved to pursue offering the position to JT Chevallier subject to the understanding that his commitment would be to the position of Town Manager of Genoa, and if the offer should not be accepted to move to offer the position to the next ranked candidate, Daniel Dykes; motion seconded by Chair Shively and passed unanimously.

The Board discussed the salary to be offered. Public comment was opened for the issue of salary. No public comment.

Chair Shively moved to set the starting salary for the position at the bottom step amount of \$54,225.60; motion seconded by Member Pasley and passed unanimously.

PUBLIC COMMENT

During public comment there was a discussion of the time commitment involved and expectations for the position of Town Manager. Members of the public Lawry Speir, Terri Schultz, and Chris Ritger expressed their views regarding the time and availability needs in the position as related to the selected candidate JT Chevallier and expectations for him in accepting the position. Interim Town Manager Melissa Blosser addressed the issue of Douglas County employees having additional jobs outside of their County positions. No further public comment.

ADJOURNMENT

Vice-Chair Birdwell moved to adjourn the meeting at 4:47 PM; motion seconded by Member Pasley and passed unanimously.

Minutes prepared by:
Tiffini Drew
Office Assistant, Town of Genoa

Exhibit A



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Genoa Town Advisory Board Meeting

MEETING DATE: January 25, 2019

SIGN-IN SHEET (PLEASE PRINT)

Name (FIRST & LAST)

Marilyn Manning
JOE Shulik

Terri Schultz

Randy FALKE

Sherry Eriksen

Elaine Shively

Mary Baykin

Rick & Loren Myres

Lynne Speir

Laury SPER

Nurt Halderman

GARY ECKMAN

Exhibit B

GENOA TOWN MANAGER INTERVIEW QUESTIONS January 25, 2019

1. Candidate Presentation (10 minute minimum) - With your experience, what contributions do you believe that you will make to the Town if selected for this position?
2. As a Town Manager, you will come across various challenges. Please tell us how you would handle a well-intentioned volunteer who is making decisions, and taking action in front of the general public that conflicts with the desires of the volunteer coordinator for the event.
3. How would you respond if an unexpected storm with high winds and heavy rain hits Genoa after business hours, and the high winds felled trees and downed power lines in several locations. Road blocks are needed on two separate roads to restrict traffic flow due to the downed power lines until NV Energy can respond.
4. How many people were involved in organizing the last large event that you managed and what types of tasks do you normally delegate?
5. This position handles numerous urgent matters during Candy Dance. How would you prioritize the following situations:
 - (a) Event volunteers at three locations all request your presence to assist with disgruntled vendors at their separate locations;
 - (b) The internet connection in the Town Hall is down, affecting credit card transactions for Candy sales;
6. Tell us about a time when you had to deal with what you thought were unreasonable customer requests.
7. What is your long-range career objective?
8. If you were selected for this position, what are your salary expectations?
9. This concludes our questions for you. Do you have any questions, or closing comments for the Board?

Exhibit C

GENOA TOWN ADVISORY BOARD MEMBERS' RANKING OF TOWN MANAGER CANDIDATES

Member Crowe

1. JT Chevallier
2. Daniel Dykes
3. David Eglinsdoerfer
4. Connie Summers

Chair Shively

1. Daniel Dykes
2. JT Chevallier
3. David Eglinsdoerfer
4. Connie Summers

Vice-Chair Birdwell

1. JT Chevallier
2. Daniel Dykes
3. Connie Summers
4. David Eglinsdoerfer

Member Eckman

1. JT Chevallier
2. Connie Summers
3. Daniel Dykes
4. David Eglinsdoerfer

Member Pasley

1. Daniel Dykes
2. JT Chevallier
3. Connie Summers
4. David Eglinsdoerfer