

MINUTES
TOWN OF CAMP VERDE
WORK SESSION/RETREAT
MAYOR AND COUNCIL
Lodge at Cliff Castle Casino, 333 W. Middle Verde Rd, Camp Verde, AZ 86322
TUESDAY, NOVEMBER 1, 2022, at 5:00 P.M.

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. Call to Order

Mayor Jenkins called the meeting to order at 5:03 p.m.

2. Roll Call

Mayor Dee Jenkins, Vice Mayor Joe Butner (arrived at 5:05pm), Councilor Robin Whatley, Councilor Marie Moore, Councilor Cris McPhail, Councilor Jesse Murdock and Councilor Jackie Baker are present.

Also Present

Deputy Town Clerk Virginia Jones, Administrative Clerk Jadie Edwards and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor Murdock led the Pledge.

4. Discussion regarding the next step in the Town Attorney recruitment process.

Mayor Jenkins stated as Council is aware, they went through the first round of interviews but there wasn't a majority vote to have either one come on board. There is an information sheet in the packet that came from Human Resources. There are two candidates plus one from the first round that have shown some interest.

Vice Mayor stated to his understanding they might not have taken the Arizona Bar yet and finds that disturbing. Town Manager Russ Martin told the Mayor there would be information submitted to the Clerk on the three candidates. Acting Town Clerk Virginia Jones stated she did not receive any documents. Unfortunately, the applications are not available during the meeting for Council to look through.

Mayor Jenkins asked the Council what they want to do. Town Manager Russ Martin informed Mayor Jenkins during the last agenda meeting that money is not the issue. There were concerns that Council requested an Attorney to attend all meetings.

Councilor Moore read through the job description and agreed that this isn't *a requirement*, it would just be the availability of an attorney if we needed them. There would be specific meetings we would want them there for.

Councilor Moore said if we needed a legal opinion then we do Zoom but we if know about controversial issues then in person would be available. Councilor Moore is not fond of Zoom, she'd rather have them in person. If something came up, Council shouldn't be relying on the Town Manager or staff to give legal advice on certain things. Having an attorney's opinion at the

time instead of tabling an item and discussing it again at another time. The attorney should be available to be at the 1st and 3rd Wednesday of the month.

Vice Mayor Butner recalls there was a time there was an attorney in attendance at all the Town Council Meetings, it is difficult to foresee all of the legal issues that could arise. The attorney's availability is extremely important.

Mayor Jenkins read through the job description that is posted, it does not say "mandatory."

Councilor Moore said if Council knew there is something on the agenda that would be controversial at an agenda setting meeting, then we would want them to be at the meeting in person. She mentioned that it says on the comparison sheet that the positions listed are full time with a full benefit package, that should be important when comparing positions.

Councilor Baker agreed that it is important to have the attorney in person at meetings. Other Cities and Towns have an attorney on staff. Could we do either or? Mayor Jenkins said we could discuss that.

Councilor Murdock expressed her frustration with the comparison sheet that says, "please note that all the above City Attorney positions are full time with a full benefit packet." We are not requesting a full-time. There is not a comparison to what we are requesting. We need to define part time with how many hours are expected and possibly offer some benefits. The report shows over 1,000 hits but only three applied. She doesn't know what attorneys are looking for.

Mayor Jenkins said out of 1,000 hits only three applied we don't know why only three applied.

Councilor Whatley said we need to clarify how often do we want the person there and do they have to be "available" for other meetings. She believes we want part time. She also asked how much is this going to cost us? It can get expensive to have someone just sit in a meeting and not say a word. She also added she doesn't have a problem with zoom, it would be much cheaper to have them there via zoom. Also, where are they coming from? If they are coming from Phoenix, that would be a big deal. There are a whole lot of things we have to consider still.

Mayor Jenkins said the position as it's posted says it is approximately 16 hours per week with flexibility. It also states that we would like them available for Town Council Meetings which are usually 2-3 times a month.

Councilor McPhail said it is reasonable to look at the agenda ahead of time to determine if the attorney is needed. She prefers to have someone in person at the meeting vs zoom. Her experience with municipalities is the attorneys were contractual consultants. She does not know what is missing from our posting.

Councilor Baker asked what is Cottonwood doing? Mayor Jenkins stated they are currently hunting for an in-house attorney.

Councilor Moore said it would've been nice to have Human Resources here to talk about this. She would like to see the job postings and requirements of the other 18 cities to compare to ours. She doesn't think our description needs clarification and it doesn't seem to be just our problem. We still have a contract with our current Town Attorney. She asked if the two applicants who applied from out of state are they licensed to practice in Arizona? Are they worth our time?

Can they pass the Arizona bar? How long does it take to take test? We need to clarify with HR what we are doing here; are we requiring them to be in person or attend the meeting via zoom.

Vice Mayor Butner said they give the bar exam every six months. Arizona has only about a 50% pass rate. Cottonwood was paying \$200,000 a year for their inhouse attorney. He thinks, pay is a factor. The applicant should say if they are a member of the AZ bar on their resume. He suggests taking a look at what we got and then make a decision. He added this is a job market situation, there are a lot of jobs out there and not enough attorneys for those jobs.

Mayor Jenkins suggests we see the two applications plus the one from first round and we decide if we want to interview. In the meantime, she will get with Humans Resources Director Julia Kaiser and see what the other job postings look like. Council agreed. Council collectively expressed frustration of not having applications to review to helped determine their next steps.

To clarify, Mayor Jenkins directed staff to have the applications available for Council to review and then schedule a meeting for discussion.

5. Discussion regarding next step in the Town Manager recruitment process.

Mayor Jenkins talked to a few people about what happens when they look for a Town Manager. She received some information from Clarkdale and other folks. She also spoke to the owner of the Interim Public Management Company. They would send someone to cover the position. There is a Hiring Firm that we could hire to help recruit someone for the position. The information is in the packet for Council to review. We have options.

Councilor Whatley said they are very expensive We need to know this before we find someone. This does not solve the problem of seeking a Town Manager.

Mayor Jenkins explained the Interim Public Management Company will supply us with an Interim Manager. The interim manager will get familiar with the Town and the position and will recommend the type of person who will work best in your organization. The Hiring Firm would recruit a Town Manager. Clarkdale used this company when they were looking to fill some positions.

Council Whatley Do we have any cost estimates? I think we need to know that.

Mayor Jenkins said this would be an e-session discussion. Mayor Jenkins talked to them on the phone and felt pretty confident but would like Council to all have input. This Interim Manager will be in house and familiarize themselves with our function to determine what will work best for our Town to recruit a permanent Town Manager

Councilor Whatley stated do we really know what were looking for. What is it that our current Town Manager not possess or not doing that we're looking for in a new Town Manager. She believed it was important that we know what that is.

Councilor McPhail stated we are not talking about people, we are talking about a position. Otherwise, we would need to go into executive session.

Councilor Whatley requested to rephrase her statement. She stated what are we looking for in a new Town Manager that will help them be more successful. We can't talk about what we are looking for in a successful manager? Council Whatley stated, then I don't know why we are here.

Council McPhail stated she feels that hiring a recruiting firm would be appropriate. We would then be able to recruit from around the country. She would like to have an Executive Session to interview the recruitment firm and talk about fees. Typically, this type of firm will bring in someone who has years of experience as being a Town Manager they will have a broad base of information that we might not get otherwise. They can look at our organization and help direct us where we need to go. She would be in favor of using the head hunter, using the Interim Public Management Company and scheduling an Executive Session to discuss fees.

Mayor Jenkins agrees. On average the person would have 35 years of experience. We would talk to a representative, they will get a good idea of what we are looking for, he will give us at least (3) candidates and then we have a contract with them. This Interim Manager will take on all the responsibilities of the current manager. The representative said it is not a good idea to have an interim manager and acting Town Manager, both. Having two people in charge causes confusion with staff. They also recommend, the current manager be given time to go out to secure another job during this time. She will schedule an Executive Session so Council can ask questions. We need to feel good about bringing in interim manager. This will give us someone who can give constructive criticism and guide us in the recruitment of hiring a Town Manager.

Councilor Whatley questioned why the firm is advising to get this done as soon as possible and asked if the former Manager would not be employed through their contract.

Mayor Jenkins said, that's what they're recommending because it would cause confusion.

Council Whatley stated this is a problem because we have looked at our manager and told him that its March 1st.

Mayor Jenkins said we would have to pay him. We would need to discuss a severance package with the Attorney but the firm said that the current manager should be given the opportunity to look for employment.

Councilor Whatley said her questions were still not answered. What qualities are we looking for? If we're making a change what are we looking for. We need to clarify that.

Mayor Jenkins responded that an e-session.

Vice Mayor Butner said the Council runs a substantial risk of getting into personal attributes and weaknesses of the current Town Manager and that's why we need to do this in a e-session. Most of us here recognize that Council may end up discussing personal attributes and weaknesses that should be discussed in an e-session.

Councilor Whatley said that was not what she was trying to say.

Mayor Jenkins, suggested that we have a consensus to set up an e-session to have the firm be available to answer these questions and come prepared on what you are looking for.

Councilor Moore said she understood it in doing research that the Interim Manager will be able to talk to staff and Council alike to assess what we are looking for in a candidate. People will contract through them and they have people who fit our needs through the application process.

Mayor Jenkins stated they will not find us a Town Manager, they will hold our hands through the process with the second company who is a head hunter.

Public Comment:

Wendy Escoffier stated she is familiar with IPM because she has experience in this process. She explained the processes including what the Councils issues are and Interviews will occur. They will look at efficiencies. Once the Council is satisfied, they will work with the head hunter and assist in interviews. She said it is expensive but it would be worth it.

Councilor Moore requested an e-session to move forward on this subject.

Mayor Jenkins will set up e-session with Interim Public Management on possible dates of November 18th, 21st, 22nd, or 23rd after 5pm.

6. Adjournment

Mayor Jenkins adjourned the meeting at 6:00 p.m.



Mayor Dee Jenkins



Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Work Session/Retreat of the Town Council of Camp Verde, Arizona, held on November 1, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 13th day of December, 2022.



Cindy Pemberton, Town Clerk