

THE BOARD OF SUPERVISORS HELD A WORK SESSION ON THE 11th DAY OF MARCH, IN
THE YEAR TWO THOUSAND TWO OF OUR LORD IN THE COURTROOM OF THE OLD
COURTHOUSE AT 4:05 P.M.

IN RE: ROLL CALL

Julian T. Lipscomb	Present
Rebecca M. Ringley	Absent (arrived at 4:07 p.m.)
James H. Burrell	Present
Dean E. Raynes	Present
W. R. "Ray" Davis, Jr.	Present

Chairman Davis opened the meeting. Mr. Burrell made a motion to go into closed session for consultation and briefings by legal counsel, consultants, or staff members pertaining to actual or probable litigation or other legal matters pursuant to §2.2-3711A.7 of the Code of Virginia, involving a legal action filed against the Commissioner of Revenue, as well as contract actions on two matters. The members were polled:

Julian T. Lipscomb	Aye
Rebecca M. Ringley	Absent (arrived at 4:07 p.m.)
James H. Burrell	Aye
Dean E. Raynes	Aye
W. R. "Ray" Davis, Jr.	Aye

The Board went into closed session at 4:06 p.m.

The Board ended closed session at 4:35 p.m. Mr. Lipscomb made a motion to come out of closed session. The members were polled:

Rebecca M. Ringley	Aye
James H. Burrell	Aye
Dean E. Raynes	Aye
Julian T. Lipscomb	Aye
W. R. "Ray" Davis, Jr.	Aye

The motion carried.

Mr. Lipscomb made the following motion in certification of the closed session:

Whereas, the New Kent County of Supervisors has convened a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

Whereas, Section 2.2-3712 of the Code of Virginia requires a certification by the Board that such closed session was conducted in conformity with Virginia law;

Now, there, be it resolved that the Board hereby certifies that to the best of each member's knowledge (i) only public business matters lawfully exempted from open session requirements by Virginia law were discussed in closed session to which this certification resolution applies and (ii) only

such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Board.

Chairman Davis inquired whether there was any member who believed that there was a departure from the motion to go into closed session.

Members were polled on the certification:

James H. Burrell	Aye
Dean E. Raynes	Aye
Julian T. Lipscomb	Aye
Rebecca M. Ringley	Abstain
W. R. "Ray" Davis, Jr.	Aye

The motions carried.

IN RE: PRESENTATION - Robert Slavin of Slavin Management Consultants

Mr. Ellyson introduced Robert Slavin of Slavin Management Consultants, whose firm has been selected to assist in the search for a new County Administrator. Mr. Slavin indicated that he had enjoyed his tour of the County during the afternoon, and he was impressed by the County's beauty.

Mr. Slavin advised the Board that he needed to determine what kind of characteristics the Board wanted in a County Administrator, the issues or problems that will need to be addressed, whether the Board wants someone from Virginia, or from the region, and what kind of experience, education or background is important.

Ms. Ringley indicated that she felt that it was important that the proposed applicant have a degree in a related field and have experience in a responsible administration position. Experience in a Virginia local government is desirable but not necessary. Knowledge of the Code of Virginia is important. This individual should have excellent oral and written communication and decision-making skills, and be a quick learner. She would prefer someone that is pro-active rather than reactive, someone that can look for opportunities for the County, and can develop innovative methods to provide infrastructure. Other desirable qualities are ability to work with a broad variety of people; energetic; experience in managing capital improvement projects, county and school facility construction, and the financing and contract management that is associated with those things. This person will also need to be able to oversee management and budgetary issues, and be capable of making reports and recommendations to the Board. Mr. Slavin asked if this individual would participate in discussions and make recommendations to the Board. Ms. Ringley indicated that the Board would look for some guidance and expertise from the County Administrator.

Mr. Burrell indicated that he did not think the County Administrator needed to be an expert in budgetary skills, but that public administration experience and education were important, as well as experience in contract negotiations. He admits it might be difficult to find a "jack of all trades" but he would want someone with people skills, who could motivate and work with others. He does not want a micro-manager, but someone who can bring out the best in others, and be a good team builder.

Mr. Raynes was in agreement with what had been suggested by the others, but also thought that experience in the private sector would be a plus. If that person had the total perspective, it would assist in any negotiation process. Being honest and of good character goes without saying.

Mr. Slavin reported that his firm performs a very thorough background check on final candidates, including credit checks, criminal history, job and education verification, references, and community inquiries. He did inquire as to whether the final interviews can be held in closed session, as well as any discussions of finalist candidate names. Ms. Katz indicated that because both of these are personnel matters and not subject to the Virginia Freedom of Information Act, those discussions can be held in closed session. Only when a person is hired would his name become public record.

Mr. Slavin was also advised that the candidates would need to know that in Virginia, the Board of Supervisors has both legislative and executive powers, and that the County Administrator works for the Board. The Board is also responsible for the hire/fire of department heads, and wants to be fully involved in that process, although the County Administrator is responsible for the search for qualified candidates that meet the specific criteria required for those positions.

Mr. Lipscomb expressed his preference that the proposed candidates not have a degree in planning. He expressed that past experience has shown that County Administrators who are planners tend to try to run the Planning Department. Mr. Slavin indicated that he thought the degree was not as important as the experience. Mr. Burrell stated that he would not want to hire a planner unless that person had many years of experience in the administration field. Mr. Slavin advised that the most likely candidates will have degrees in public administration or business, but asked that the Board stay flexible in its thinking so as not to overlook a truly qualified applicant.

The Board reminded Mr. Slavin that Virginia is a Commonwealth, and its laws are different from many states.

Mr. Slavin inquired whether the County Administrator was expected to be involved in the community. Mr. Raynes stated that he felt a County Administrator needed to be out and about to sell the community. Ms. Ringley stated that the individual should not be a politician trying to make everybody happy, and should understand that he or she answers only to the Board. Mr. Davis stated that the County Administrator needs to not only be able to get things back on track, but do other things as well, such as writing grants and promoting economic development. The Board agreed that the County Administrator needed to socialize within and be involved in the community, as well as live in New Kent County.

In response to Mr. Slavin's inquiry as to what the Board expected the new County Administrator to accomplish during the first year, Mr. Raynes stated that during that time, he or she would be expected to build his or her staff as well as build relationships with the existing staff. He or she would also be expected to become familiar with the existing infrastructure and ordinances in the County. After that, he or she would need to be able to address critical issues, including ordinances that protect the community, ordinances that do not promote growth, and developing the infrastructure of water, sewer and roads. Mr. Davis indicated that the County Administrator needed to be able to identify the needs of the County and communicate those to the Board, along with suggestions on how to fill those needs.

Mr. Slavin asked that the Board provide him with information as to benefits as well as a compensation range. The compensation range will not be advertised, but Mr. Slavin does need to know the maximum the County is willing to pay in order to save time and trouble. Mr. Slavin was given a list of the benefits available to County employees, and was advised that the Board would be amenable to negotiating some of the benefits, including leave. Cost of living in New Kent was also discussed. Mr. Slavin reported that the average tenure of a County Administrator is five years.

Mr. Slavin suggested that the salary and benefits be advertised as "competitive", with beginning salary dependent on qualifications. There was a myriad of suggestions of salary ranges. Mr. Lipscomb

recommended \$65,000 - \$85,000. Mr. Burrell suggested starting at \$70,000 and negotiate up. Mr. Raynes suggested \$75,000 - \$90,000. Ms. Ringley suggested \$75,000 - \$95,000.

Mr. Slavin also reviewed his company's fee and the time frame involved. He indicated that after advertising, he anticipates that in 60 - 90 days, he will be able to have some recommendations for the Board. His professional fee is \$13,265 and his expense budget is not to exceed 45% of the fee; the expense budget includes everything except bringing candidates in. He intends to advertise in NACO, ICMA and the National League of Cities, and inquired about the desire of the Board for him to advertise locally. The Board asked that he advertise in VaCo, newspapers in Richmond, as well as in the Tidewater Review and The Chronicle. The need to advertise in local paper is based upon the fact that there are some very qualified people that reside in the County, including private sector candidates. Ms. Katz also suggested that the position be listed with the Virginia Employment Commission. Mr. Burrell pointed out that local advertising may lead to a local applicant, which would be less costly as there would be no relocation costs.

Mr. Slavin was given information regarding the offices of the Constitutional Offices over which the County Administrator does not supervise. Mr. Slavin was also given copies of the unsolicited resumes received thus far, and indicated that he would acknowledge them. Mr. Slavin reported that New Kent County has a very good reputation in Virginia, and he was not surprised that we had received unsolicited resumes.

Mr. Slavin completed his presentation and departed at 5:45 p.m.

It was decided that there would be a budget work session on Monday, March 18, 2002, at 9:00 a.m. in the Old Courthouse.

Mr. Lipscomb moved that the work session be continued until March 18, 2002, at 9:00 a.m. The members were polled:

Dean E. Raynes	Aye
Julian T. Lipscomb	Aye
Rebecca M. Ringley	Aye
James H. Burrell	Aye
W. R. "Ray" Davis, Jr.	Aye

The motion carried.

The work session was suspended at 5:47 p.m.