

Special Meeting
02/17/2010

SPECIAL MEETING

CITY COMMISSION

HARLINGEN, TEXAS

FEBRUARY 17, 2010

A Special Meeting of the Harlingen Elective Commission was held on Wednesday, February 17, 2010 at 11:30 a.m. at the Harlingen Cultural Arts Center, 576 '76' Drive. Those in attendance were:

Mayor and City Commission

Mayor Chris Boswell
Robert Leftwich, Mayor Pro Tem
Larry Galbreath, Commissioner District 1
Kori Marra, Commissioner District 3

Absent:

Jerry Prepejchal, Commissioner District 4
Joey Trevino, Commissioner District 5

Staff Present:

Roxann P. Cotroneo, City Attorney
Efren Fernandez, Director of Human Resources
Amelia Navarro, Asst. Director of Human Resources
Sylvia R. Trevino, City Secretary

Mayor Boswell called the meeting to order at approximately 11:37 a.m.

Commissioner Galbreath made a motion to go into Closed Executive Session pursuant to Chapter 551, Subchapter D., *V.T.C.A. Government Code* (Section 551.074): personnel matters to deliberate the appointment, employment, duties and evaluation of applicants for the position of City Manager.

Commissioner Marra seconded the motion and it carried unanimously.

(At this time the City Secretary exited the meeting).

**CLOSED EXECUTIVE SESSION PURSUANT TO CHAPTER 551,
SUBCHAPTER D., V.T.C.A. GOVERNMENT CODE (SECTION 551.074):
PERSONNEL MATTERS TO DELIBERATE THE APPOINTMENT,
EMPLOYMENT, DUTIES AND EVALUATION OF APPLICANTS FOR THE
POSITION OF CITY MANAGER.**

The Executive Session convened at 11:37 a.m. and recessed at 11:42 a.m.

**STAFF INSTRUCTED ON HOW TO PROCEED WITH THE HIRING PROCESS
TO SELECT THE CITY MANAGER**

Returning back to open session, Mayor Boswell explained that, in the past, someone is brought in to develop a profile of what strengths and characteristics the Commission is looking for in an applicant. A consultant could help narrow that field. It has also been suggested that a consultant could also conduct background checks on a list of finalists.

Efren Fernandez indicated that the proposal. from Strategic Government Resources offers executive search assistance on a component basis along with the cost involved and they match characteristics to applicants. At a minimum he knows that SGR would do the personal profile assessments. This is something is already available to the Commission. An advantage of SGR is that they network with other City Managers.

Commissioner Galbreath stated that important factors to consider would be the experience and the education of the applicants. When asked what his recommendation would be, Mr. Fernandez replied that he would recommend that the Commission work

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with SGR and because the cost would be less than \$15,000 no formal bid process would be required. It would be up to the Commission to decide to what extent they want to use the firm. The other company that the City currently utilizes could conduct the background checks.

Mayor Boswell stated that the pool of candidates could be narrowed down to 5-7 candidates and the cost could be \$3,500 based on limited components, which would not be a major expense, and SGR would be able to offer an independent opinion.

Mr. Fernandez stated that the Commission could develop a list of about 7 different applicants and then interview the top three.

Roxann Cotroneo, City Attorney, pointed out that the Charter sets the minimum qualifications for a City Manager and Mr. Fernandez pointed out that the applicants might have the right qualifications but maybe no City Manager experience.

Mayor Boswell suggested the idea of going back into Executive Session to come up with a list of names.

Roxann Cotroneo, explaining for clarification, that the Commission is recommending hiring SGR to see what they skills they can come up with, then narrow down the list of the applicants.

Mayor Boswell suggested going back into Executive Session for elimination of applicants or at least not review the applications at this time. Then reconvene in open session to engage SGR to conduct applicant reviews based on the recommendations made in Executive Session.

Commissioner Galbreath made a motion to go back into the Executive Session, which was recessed. Commissioner Leftwich seconded the motion and it carried unanimously.

The Executive Session reconvened at 11:56 a.m. and concluded at 12:08 p.m.

Commissioner Leftwich made a motion to authorize the Human Resources staff and the City Attorney to hire SGR to meet with the City Commission to define the skills and abilities after the names have been established in accordance with the discussion held in Executive Session. Commissioner Galbreath seconded the motion and it carried unanimously.

Commissioner Galbreath pointed out that the names discussed in Executive Session should not be revealed to the general public as this could cause liability issues for the City.

There being no further business the meeting adjourned at 12:11 p.m.

Chris Boswell, Mayor

Attest:

Sylvia R. Trevino, City Secretary