Special Beavercreek Trustee's Meeting

Monday, August 1, 2011

Mr. Glaser called the Special Trustee Meeting to order at 11:00 A.M. Those present were Trustees: Robert Glaser, Carol Graff and Bob Stone. Fiscal Officer, Christy Ahrens and Legal Advisor Robert Surdyk were also present. Staff present: Township Administrator Alex Zaharieff, Assistant to the Fiscal Officer James Barone, and Road Superintendent Tim Parks, Fire Chief David VandenBos, and HR Manager Trish Gustafson.

2011-314 Ms. Graff made a motion to approve the agenda for the Special Meeting as advertised. Mr. Stone seconded. Roll Call: Ms. Graff, yes; Mr. Stone, yes; and Mr. Glaser, yes.

The purpose of this Special Meeting is to meet in OPEN session to discuss the Information Technology Managers position and also to discuss the role of the Township Administrator in regards to the Employment of Township Personnel.

Discussion occurred as to the next step in the process of hiring an IT Manager.
Mr. Stone suggested that the Trustees could hear the Township Administrator's recommendation first or discuss the steps the Trustees would like to take in regards to the employment of Township Personnel.
Mr. Glaser stated that he felt that the Trustees needed to make staff decisions, especially at the Department Head level due to the responsibilities of the Department Heads and the amount of money involved with hiring them. For this position, Mr. Glaser would like to meet the top two or three candidates.
Mr. Stone stated he always thought the Trustees would make the final decision. Now the decision needs to be made whether that final decision is based off of a recommendation of the Township Administrator or an interview process.
Township Administrator Alex Zaharieff stated that he does have the names of the top two people and that it is up to the Board as to how they would like to proceed.
Ms. Graff stated that she thought that the Trustees hire all employees and that the Township Administrator could not have the final authority to hire or fire any employee. She thought the Township Administrator should come before the Trustees to recommend a candidate and then the Trustees would choose to accept or reject the recommendation. That is the process she is standing by.
Mr. Glaser stated that because it is a Department Head position and part of the Management team that the hiring should involve more Trustee input.
Mr. Stone stated that we just need a policy and that if this position was not a Department Head, we would just approve it, but because it is a Department Head we need to decide what to do. Mr. Stone stated he was not opposed to two minimal or informal interviews with the top two individuals.
Ms. Graff stated that she didn't understand what the problem was. She stated she doesn't know any of the candidates, and we have one candidate that is above all the other, why aren't we just hiring.
General discussion continued.

Mr. Stone stated that if is urgent, then the Administrator should recommend someone; however, if there is time, then he'd like to meet the top two individuals.
Mr. Zaharieff recommended a meet and greet of the top two candidates as long as it can happen so that he can make his recommendation to hire at the August 22, 2011 Regular Trustee Meeting. That is the timeline he is working on.
Discussion occurred.

Mr. Zaharieff recommended the following process to hire Department Heads:
Resume review done by Department Heads
Interview process done by three individuals made up of Department Heads
Meet and Greet with the Board of Trustees
Official recommendation by the Township Administrator

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General discussion occurred regarding conditional offers and legality.

Discussion occurred regarding holding a Special Trustee Meeting on Monday, August 8, 2011 for a Meet and Greet with a written recommendation by the Township Administrator given to the Trustees on that day as well.

Ms. Graff stated she didn't know what was going on. She thought the Administrator was coming forward with the candidate that was the most qualified. Mr. Zaharieff and Mr. Parks agreed that one candidate was more qualified. General discussion occurred.

Mr. Zaharieff stated that he could make his recommendation today, then they could have the Meet and Greet on August 8, and if the Board agrees, make a conditional offer on August 8.

2011-315 Ms. Graff made a motion to approve the Township Administrator to make a recommendation today for the employment of a Township IT Manager. Mr. Stone seconded. Discussion occurred. Roll Call: Ms. Graff, yes; Mr. Stone, no; and Mr. Glaser, no.

2011-316 Mr. Stone made a motion to set a Special Trustee Meeting for August 8, 2011 for a half hour session with the top two candidates for the position of the IT Manager with one session to begin at 11:00 A.M. and the next one to begin at 11:45 A.M. The Trustees would also like the written recommendation of the Township Administrator available that day so that the Trustees have the possibility of acting on the position at the Regular Trustee Meeting. Ms. Graff seconded. Roll Call: Mr. Stone, yes; Ms. Graff, yes; and Mr. Glaser, yes.

2011-317 Mr. Stone made a motion to accept the interview committee and the Township Administrators recommendation on the top two candidates for the IT Manager position. Ms. Graff seconded. Roll Call: Mr. Stone, yes; Ms. Graff, yes; and Mr. Glaser, yes.

Ms. Graff stated that she wants a written policy on the hiring and firing of Department Heads.

2011-318 Mr. Stone made a motion to add the two candidates' names to the proceeding motion. The top two candidates are: Jeffrey H. Terry and Christopher A. Zappanti. Ms. Graff seconded. Roll Call: Mr. Stone, yes; Ms. Graff, yes; and Mr. Glaser, yes.

2011-319 Mr. Graff made a motion to Adjourn at 11:51 P.M. Mr. Stone seconded. Roll Call: Ms. Graff, yes; Mr. Stone, yes; and Mr. Glaser, yes.

Trustee: _____

Fiscal Officer: _____