



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING
FRIDAY, AUGUST 30, 2019 – 11:00 A.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Special Meeting on Tuesday, August 30, 2019 at 11:00 a.m. in the Town Hall Public Assembly. Present was Mayor J. Alan Holden; Mayor Pro Tem John Fletcher; Commissioners Pat Kwiatkowski, Joe Butler and Peter Freer; Town Manager David W. Hewett; Town Clerk Heather Finnell; Police Chief Jeremy Dixon; Assistant Town Manager Christy Ferguson; Fiscal Operations Clerks Margaret Lancaster, Mandy Lockner and Carey Redwine; Public Works Director Chris Clemmons; Public Works Staff Bernie Liberton, Ben Brock, Jason Elliott and David Wright; Zoning/ CAMA Official Rhonda Wooten; and Inspections Secretary Maddy Zehnder. Commissioner Mike Sullivan arrived at 11:20 a.m.

PUBLIC COMMENT

No comments were made.

**CLASSIFICATION & PAY STUDY & UPDATED PERSONNEL POLICY PRESENTATION – BECKY VEAZEY,
THE MANAGEMENT & PERSONNEL SERVICES GROUP (MAPS)**

Town Manager Hewett introduced Becky Veazey. Ms. Veazey provided her background and information on the MAPS Group. She provided details on why you should have a Classification & Pay Plan and why it should be periodically updated. Ms. Veazey explained she talks about pay and benefits separately to make it clear because people define compensation differently. Typically organizations do studies every three to five years. Ms. Veazey reviewed the process for creating the study and the terminology used within the study. She went over classification factors and the four components that are typically in a compensation system.

Ms. Veazey drew a diagram to explain how the pay plan is intended to work. They have recommended a hiring rate, a minimum, a midpoint and a maximum. She said what the Town has asked them to do primarily is to determine the appropriate classification and the competitive pay range for each job. They created three different implementation strategies for the Board to review. The implementation strategy needs to be consistent for all employees. They calculated the cost of each strategy. She talked about the chart they created and the problems associated with compression.

Ms. Veazey passed the studies out. In the front pocket is a letter that provides a range for the manager since he is not included in the study. She reviewed the information in the study. The plan

includes the organizations that were surveyed. The percentages under Pay Plan Implementation reflect the difference between the hiring rate and the maximum. They recommended 50% for the Town. Ms. Veazey went over the three implementation strategies. They can calculate other options, but the first one is pretty standard across organizations when they implement a pay plan. The costs in the strategy represent salary cost only and do not reflect the cost of benefits associated with salaries. The cost represent a full twelve months of cost. Implementation in October would result in a cost of 75% of the amount. She went over the charts in the plan. She provided information on the salary data that they collected.

The next tab is policy. Ms. Veazey said the current personnel policy is old so they are providing a new policy. She provided information on how the policy was created. There are some general management recommendations included under the policy tab. Benefits comparisons are also included under the policy tab. To a large extent many local government benefits are similar. Commissioner Freer said the compensation paid for family coverage glares at him. He asked what is behind the recommendation not to change that. Ms. Veazey stated she doesn't see a reason to change that. The thing the Town is not doing that almost everyone else is doing is longevity pay. She explained the direction the Board wants to take is a policy decision. She said the Board has to decide what message they want to send to employees when you think about your compensation policy. Commissioner Freer asked if there is a dollar amount against benefits. Ms. Veazey replied no because she didn't think they would want to make changes to that until July. On the pay side they did because they recognized the Board may want to do something before then. Commissioner Butler said Ms. Veazey had mentioned performance and longevity. He sees that all coming together equally. Maybe he has a high expectation on the performance side. If he gets that, you might automatically get longevity. Ms. Veazey explained longevity is a form of recognition just for the length of service. Mayor Pro Tem Fletcher asked if the study reflects that we are a small town and that we are in Brunswick County. Ms. Veazey responded yes, she explained the comparison process. A new employment application is being provided to the Town. In the Personnel Policy, they added more modern language.

The classification specifications are in alphabetical order behind the last tab. Ms. Veazey explained they recommend the Board leave them administrative and adopt the title. She said on the whole the Town has done a pretty good job of staying up to date.

Ms. Veazey said she will be happy to come back to answer questions after the Board has time to review it. After discussion, the Board agreed to hold a special meeting at 4:00 p.m. on September 17th.

DISCUSSION & POSSIBLE ESTABLISHMENT OF A PROCESS TO INTERVIEW ATTORNEYS

The Board discussed the process to interview the attorneys interested in the Town attorney position. The Board talked about scheduling an hour for each firm and using the Request for Proposals in the interview process. The Board will come prepared with questions to ask the candidates.

Mayor Holden asked why the Board would block out time for a candidate if they have reviewed all of them and a majority have no desire to hire one or more of the candidates. He suggested that decision should be made before scheduling. Commissioner Kwiatkowski has a problem with one that has their office in RTP area because of their location, not their qualifications. Commissioner Butler agreed there is a problem with the distance. He also doesn't like that they don't have a primary counsel. Mayor Pro Tem Fletcher agreed.

Motion by Commissioner Kwiatkowski for reasons other than qualifications that we will not interview the Brough Law Firm. The Board agreed.

Town Clerk Finnell said she will try to schedule hour blocks based on the Board's availability.

ADJOURNMENT

Motion by Commissioner Butler to adjourn at 12:33 p.m.; second by Mayor Pro Tem Fletcher; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk