



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Legislation Details (With Text)

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Title: Authorize the Mayor to Execute a Contract for the Process to Select a Town Attorney and Consider a Process for Recruiting and Selecting Community Members to Participate in the Town Attorney Assessment Center.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Overview of Community Member Appointment Process - April 2020, 2. Draft Community Member Application, 3. Staff/Consultant Presentation, 4. A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A SERVICE CONTRACT WITH DEVELOPMENTAL ASSOCIATES FOR THE SEARCH FOR A TOWN ATTORNEY (2020-04-29/R-2), 5. A RESOLUTION TO APPROVE A PROCESS FOR RECRUITING AND SELECTING COMMUNITY MEMBERS TO PARTICIPATE IN THE TOWN ATTORNEY ASSESSMENT CENTER (2020-04-29/R-3)

Date	Ver.	Action By	Action	Result
4/29/2020	1	Town Council	adopted	Pass
4/29/2020	1	Town Council	adopted	Pass

Authorize the Mayor to Execute a Contract for the Process to Select a Town Attorney and Consider a Process for Recruiting and Selecting Community Members to Participate in the Town Attorney Assessment Center.

Staff:

Pam Hemminger, Mayor
Michael Parker, Mayor Pro Tempore

Department:

Town Council

Overview: The Town Attorney recently announced his retirement, effective later this year. The Council received a proposal from Developmental Associates on a process to recruit, assess, and select the next Town Attorney. One of the steps in the process is a candidate assessment center scheduled to take place in June 2020. The Council may consider recruiting community members to participate as assessors in the assessment center. Anyone participating in the assessment center must complete a Statement of Confidentiality and will receive training on how to apply behavioral-based rating systems when evaluating candidates.

☆ **Recommendation(s):**

That the Council authorize the Mayor to execute a contract with Developmental Associates to search for a Town Attorney; and that the Council approve a process for recruiting and selecting community members to participate in the Town Attorney assessment center as well as select three Council Members to serve on a Council Committee authorized to recommend three to five community members for appointment by the full Council on May 27, 2020.

Additional Information:

- The Developmental Associates goals for recruitment, screening and selection are:
 - Provide high quality candidates from a national and statewide recruitment base.
 - Provide comprehensive information about candidates using a multi-method screening approach.
 - Provide in-depth and accurate information about the top candidates for the position using an assessment center process and psychometric tests in conjunction with more traditional selection methods.
- Community members who participate in the Developmental Associates assessment center process must be willing to commit to attending the assessment center for two full days and agree to keep candidate information confidential. The assessment center is tentatively scheduled for June 18-19, 2020.

Fiscal Impact/Resources: The fee for proposed services is \$24,900.



Attachments:

- Resolution Authorizing Mayor to Execute Service Contract
- Resolution Approving Process for Community Members
- Overview of Community Member Appointment Process
- Draft Community Member Application

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A SERVICE CONTRACT WITH DEVELOPMENTAL ASSOCIATES FOR THE SEARCH FOR A TOWN ATTORNEY (2020-04-29/R-2)

WHEREAS, Chapel Hill Town Attorney Ralph Karpinos publicly announced his pending retirement in February 2020; and

WHEREAS, the Council received a proposal from Developmental Associates on a process to search for a Town Attorney.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council authorizes the Mayor to execute a contract with Developmental Associates, consistent with the proposed terms presented to and reviewed by the Council, to search for a Town Attorney.

This the 29th day of April, 2020.

A RESOLUTION TO APPROVE A PROCESS FOR RECRUITING AND SELECTING COMMUNITY MEMBERS TO PARTICIPATE IN THE TOWN ATTORNEY ASSESSMENT CENTER (2020-04-29/R-3)

WHEREAS, the Council is working with Developmental Associates to recruit, assess, and select the next Town Attorney; and

WHEREAS, the Council wishes to recruit between three and five community members with a spectrum of viewpoints representing the diversity of the community to participate in the Town Attorney assessment center; and

WHEREAS, the Council may appoint additional or different community members as needed.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council approves a process consistent with the Community Member Appointment Process discussed on April 29, 2020 to solicit applications from community members to participate in the Town Attorney assessment center tentatively scheduled for June 18-19, 2020.

BE IT FURTHER RESOLVED that, in the interest of timely appointments, the Council selects _____, _____, and _____ to serve on a committee to review applications and make a recommendation of up to five community members to participate in the assessment center.

BE IT FURTHER RESOLVED that the committee will return to the Council on May 27th with a list of recommended community members.

BE IT FURTHER RESOLVED that these appointed community members shall have met their charge after participating in the Town Attorney assessment center, unless the Council determines otherwise.

This the 29th day of April, 2020.

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

PRESENTERS: Pam Hemminger, Mayor
Michael Parker, Mayor Pro Tempore

Heather A. Lee, Ph.D., Developmental Associates, LLC
Stephen K. Straus, Ph.D., Developmental Associates, LLC

RECOMMENDATIONS: That the Council authorize the Mayor to execute a contract with Developmental Associates to search for a Town Attorney. That the Council approve a process for recruiting and selecting community members to participate in the Town Attorney assessment center; and select three Council Members to serve on a Council Committee to recommend community members for appointment by the full Council.