

## **PUBLIC AFFAIRS COMMITTEE MINUTES**

**July 28, 2014**

The meeting was called to order by Chairwoman Deborah Groat at 6:00 p.m.

**MEMBERS PRESENT:** Deborah Groat, Nevin Taylor, Henk Berbee

**OTHERS PRESENT:**

**APPROVAL OF MINUTES:** The minutes for the meeting on April 28, 2014 were approved as presented.

**AGENDA:**

- 1) Committee update and meeting procedures
- 2) Open Community Question and Answer period from 6:15-6:45 p.m.

Mrs. Groat asked Mr. Taylor and Mr. Berbee how they would like to handle future committee meetings when there are no agenda items. Mr. Taylor stated that they (Public Affairs Committee) will be the precedent setter because they are the ones who typically have the least agenda items. Mrs. Groat explained that she doesn't want to meet for the sake of meeting but she also doesn't want to be perceived as not being available to the public. Mr. Taylor stated that he agrees 100%. Mrs. Groat then asked, what is the balance? Mr. Taylor suggested that if a meeting is cancelled one month due to lack of agenda items, the next month they meet regardless of having agenda items or not. Mr. Berbee asked do you want to meet four times per year or six. Mr. Taylor and Mrs. Groat agreed to meet at least six times per year. It was decided that if nobody attends after a half hour of the meeting, they will close the meeting. Mr. Taylor commented that the idea is we are here and available. Mrs. Groat said that she has no problem meeting each month. However, she wanted to discuss with Mr. Berbee and Mr. Taylor their views on cancelling meetings. Mr. Berbee agreed that having dialogue with the community is important.

Mr. Taylor foresees the Public Affairs Committee will be looking at items from the Ad Hoc Transition Committee this fall. Mr. Berbee asked Mr. Taylor if he could elaborate on the Ad Hoc Transition Committee. Mr. Taylor stated yes as long as it's generic and not a specific item that they are reviewing.

Mr. Berbee stated that there have been two meetings and the committee will be inviting two sets of other community leaders to talk. The meetings will both be on a council meeting day. He asked Mr. Taylor and Mrs. Groat what questions/concerns they would ask the community leaders during the meeting if they were on the Transition Committee. Mr. Taylor said headaches that they have experienced that we need to prepare ourselves for or things they didn't perceive ahead of time that they have had to address. He also said that perhaps they didn't have any (headaches). However, if they did, and it's something that we could avoid

having for a headache, he's all in favor of taking the medicine to cure it, before we get it. Mr. Berbee stated that there is only one individual that has gone through the transition process; the others are currently under the form of govt. For instance, the chairman of the City Administrators Organization and the attorney and City Administrator of the City of Dublin are among those who will be invited. An example of a question that Mr. Berbee will ask them is, how involved has your council been in regards to hiring and to what level do you like to see Council's involvement in hiring people? Ask if the City Administrator, Finance Director, maybe even Fire Chief and Police Chief need to be approved by Council. Mr. Taylor said it's typically the major department heads such as the ones Mr. Berbee mentioned. The question is, where do we draw what were previously the Mayor's duties, to okay, these will be the Administrators responsibilities and these will be Council's. How do you draw that line? Mrs. Groat stated that by January 1, 2016, she would like procedural suggestions from the AD Hoc committee. If we wanted to hire immediately on January 2<sup>nd</sup>, what procedurally has this committee pulled together to suggest? Not that we couldn't change it or tweak it as time goes on, but to have January 2<sup>nd</sup> be a day where we have all our ducks in line. If we were to lose a department chief or Terry (City Administrator), how would we hit the ground running procedurally? Not that it's law but, a suggestion sort of like an HR handbook.

Mr. Berbee said that he was involved with the hiring process of the Finance Director for the school. Basically, the way that they did it was their board interviewed the final two candidates. They had a second group of community leaders and then a third group of teachers. Each group had a 30-45 minute interview with each candidate and wrote down their comments. They were open interviews.

Mrs. Groat mentioned that when the high school principal was interviewed several years ago, she was part of the hiring committee and they had canned questions which allowed each interviewee to have scripted questions.

Mr. Taylor said that looking at it as an "outsider", have you researched what is the chain of command? Example, Terry (City Administrator) is gone; who is number two? Under our current charter system, it is Mayor, City Administrator, then the Director of Finance. With the new system, the Mayor is going to be the Council person who is selected. Who is number two? Is it the Vice President, is it the Administrator? The Administrator goes on vacation, does the Mayor step in? Who is theoretically our Vice Administrator? Mr. Berbee said it would be our Finance Director. Mr. Taylor asked would we want it to stay that way with the new form of government. It makes very good sense to go Administrator then Finance Director. Mrs. Groat requested procedures for hiring and firing of staff as well as the transition committee identifying the order of succession "six deep." Mr. Taylor said that they are not looking to change the charter but are looking at the daily operation procedures. He would like to know if the other communities manipulated their Charters completely or did they just go to procedures? Mrs. Groat stated that manipulating a charter would require a community vote and that seems very awkward. Unless Mr. Aslaner comes in with some concrete suggestions for cleaning things up, she hates to go back to the voters and ask for another charter amendment. She thinks that would sound like we are "artificially disorganized."

Mr. Taylor said that if the Ad Hoc committee would like for any of the other council committees to look into a topic and report back, just tell us. His goal is that money issues related to this transfer and this organization, he would like eliminated in 2015 so we can be thinking about them when we are going into the budget planning for next year. An example: What do we do with Connie's position? In 2016, if we stay with the simple structure that we have now, come January 1, 2016, there is a Clerk of Council and a Clerk for the Mayor. As of 2016, we no longer have a Mayor. I don't need two clerks as Council President. So do we start thinking ahead of time in the planning? Do we not fill the Council Clerk position and look at trying to spread it as Connie had tried for awhile? We have an assistant in the front office now helping. This isn't really for the minutes of this meeting; the point being, those questions, I don't want to address come January 2, 2016. Mr. Taylor stated that as of now, this is on hold; we are reviewing the "what if's."

The meeting adjourned at 6:20 p.m.