

VINNY BARILE  
Mayor

FRANK FENDER  
Vice Mayor

JAMES W. CAMPO, CFP  
Commissioner

DAVID KURZMAN  
Commissioner

# TOWN OF SEWALL'S POINT



PAMELA MAC'KIE WALKER  
Town Manager

CHERYL WHITE, MMC  
Town Clerk

TINA CIECHANOWSKI  
Chief of Police

JOHN ADAMS  
Building Official

**COMMISSION MEETING**  
**August 5, 2019**  
**10:00 A.M**

<b>CALL TO ORDER</b>	
Pledge to the Flag Roll Call Additions, Deletions or Changes to the Agenda	
<b>COMMISSION ACTION</b>	
<ol style="list-style-type: none"> <li>1. Town Manager Recruitment process – Interview three candidates for the Town of Sewall’s Point Town Manager position</li> <li>2. Select the preferred candidate and an alternative candidate for the position of Town Manager.</li> <li>3. Authorize the Town Attorney to negotiate an Employment Agreement for consideration by Town Commission, with the selected candidate and an alternative candidate, if necessary.</li> </ol>	Commission
<b>PUBLIC COMMENT ON ALL MATTERS, INCLUDING AGENDA AND NON-AGENDA ITEMS</b> PLEASE SUBMIT A COMMENT CARD TO THE TOWN CLERK AND LIMIT YOUR COMMENTS TO THREE MINUTES.	
<b>COMMISSIONERS OR STAFF COMMENTS</b>	
<b>ADJOURN</b>	

*It is the policy of the Sewall's Point Town Commission that all persons addressing a town board or attending a Town board meeting shall conduct themselves in a manner that does not disrupt the orderly and efficient conduct of the meeting. Boisterous or unruly behavior; threatening or inciting an immediate breach of the peace; or use of profane, slanderous or obscene speech will not be tolerated and could result in ejection from the meeting after warning from the presiding officer.*

In accordance with the provisions of the Americans with Disabilities Act (ADA) this document may be requested in an alternate format. Persons in need of a special accommodation to participate in this proceeding shall, within 3 working days prior to any proceeding, contact the Town Clerk's office, One South Sewall's Point Road, Sewall's Point, Florida 34996 (772)287-2455. If any person decides to appeal any decision made by the Town Commission with regard to any matter considered at such meeting or hearing, s/he will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

# TOWN OF SEWALL'S POINT



**PAMELA MAC'KIE WALKER**  
Town Manager

**TO: Town of Sewall's Point Commission, August 5, 2019**

**FROM: Cheryl White, Town Clerk**

**Via: Pamela Walker, Town Manager**

**SUBJECT: Town Manager Interviews, selection**

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**Background:** Town Manager recruitment process.

**Summary:** Town Commission will follow the schedule outlined below:

10:00 AM -The Town Commission will open the Special Meeting, and recess and:

10:00 AM – 12:30 PM – Conduct One on One interviews by 5 Commission members with 3 candidates of 30 minutes each.

12:30 PM -Town Commission will return to the Chambers and reconvene and recess the Special Meeting, and:

12:30 PM – 1:30 PM Lunch Break for Candidates and Commission.

1:30 PM Town Commission will return to the Chambers and reconvene the Special Meeting, and:

1:30 PM Senior Advisor walks thru the interview process with the Commission.

1:45 PM - First Public Interview – Ben Hogarth

2:45 PM - Second Public Interview – Martin Murphy

3:45 PM- Third Public Interview – Richard Scherle

4:45 PM- Break for candidates and Commission

5:00 PM- Town Commission will reconvene the Special Meeting, and:

Conduct Town Commission Meeting to select a Town Manager and an alternate.

# TOWN OF SEWALL'S POINT



**PAMELA MAC'KIE WALKER**  
Town Manager

## **Procedure to Identify Your Next Town Manager:**

The Town Commission can select the Town Manager in a number of ways. The following is the procedure that can be used and that staff recommends.

## **Each Member of the Town Commission Completes Town Manager Candidate Assessment:**

This form is attached in draft. A completed form for each candidate should be provided to the Senior Advisor no later than 4:45 PM on August 5, 2019. The Senior Advisor will tabulate the results and provide copies to the Town Commission at the beginning of the 5:00 PM session. This form is for guidance only and may help the Town Commission with the straw poll.

## **General:**

We suggest the Commission then complete a straw poll using the attached ballot. Once the votes are tabulated, the preferred candidate(s) will quickly be identified while the others are eliminated. This approach saves the Commission time. You do not need to discuss candidates that most of you are less interested in. It also saves embarrassment for the candidates who are not highly ranked.

## **Procedure:**

With the ballot (attached) each Commission Member selects his/her top two candidates but does not rank them.

You simply put a check mark next to the preferred candidates' names. The Senior Advisor will collect the ballots and reads the ballots aloud. The City Clerk will record the votes on a tally sheet so that the process is totally transparent. The votes are then summed, and the results announced. Usually two Candidates will have the support of a majority of the Commission Members. The question then becomes, "Which candidate does the Commission want to be the next Town Manager?" That may engender some discussion, or a second vote can immediately be taken.

Note: Since the initial straw poll did not involve ranking, it is possible that a candidate may be the first choice of a majority of the Commission but have fewer total votes. Hence, a second vote is necessary.

# TOWN OF SEWALL'S POINT



**PAMELA MAC'KIE WALKER**  
Town Manager

**Recommendation:** Authorize the Town Attorney to negotiate an Employment Agreement with the selected candidate and alternate, if necessary, for consideration by Town Commission.

*Town of Sewall's Point – Town Manager Candidate Assessment*

*At the conclusion of interview process and please circle your impressions of the candidate for the eight general observations. It is important that these observations be scored as the scores may help the entire Town Commission achieve consensus of choice. Please return the completed form to the Senior Advisor no later than 6:00 PM on August 5, 2019*

Commission Member: \_\_\_\_\_ Candidate: \_\_\_\_\_

General Observations: (circle) (1 = Poor; 5 = Outstanding)

	<b>Observations</b>					
1	Enthusiasm	1	2	3	4	5
2	Poise	1	2	3	4	5
3	Personality	1	2	3	4	5
4	Preparation	1	2	3	4	5
5	Confidence	1	2	3	4	5
6	Communication Skills	1	2	3	4	5
7	Technical Skills	1	2	3	4	5
8	Overall Fitness for Position	1	2	3	4	5

Comments: (Optional):

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## INTERVIEW GUIDELINES

TOPIC	ACCEPTABLE QUESTIONS	UNACCEPTABLE QUESTIONS
NAME	Whether work records are under another name.	To ask if a woman uses Miss, Mrs. or Ms. or ask for maiden name.
AGE	After hire, proof of age can be required	Age or age group
NATIONAL ORIGIN	NONE!	Any question about nation of origin is unacceptable
RACE	NONE! After hire, race is requested to EEO reporting.	Any question about race is unacceptable
RELIGION	NONE!	Any question about religion is unacceptable, including any church affiliation
CITIZENSHIP	Can only ask if applicant is eligible to work in the US. Proof is required at hire.	If applicant is native born or naturalized.
MARITAL OR FAMILY STATUS	Whether the applicant has any commitments/responsibilities that might prevent him/her from meeting work requirements	Any question that reveals marital status or number/ages of dependents. Do not ask about spouse's job, childcare responsibilities, pregnancy
MILITARY SERVICE	NONE	Any question about military service is unacceptable.
CRIMINAL RECORD	Listing of convictions	Questions about arrests
REFERENCES	General and work references not relating to race, color, religion, sex, national origin	References from clergy or others that might reflect race, color, religion, sex, national origin
ORGANIZATIONS	About professional memberships and offices	Listing of all memberships in clubs and organizations, which may reveal race, color, religion, sex, national origin
WORK SCHEDULE	Willingness to work required work schedule	Willingness to work on a particular holiday.
DISABILITIES	Whether the applicant is able to perform the essential functions of the job with or without accommodations	Any question about height, weight, impairment. Any question about past sick leave usage.

## EEOC ISSUES AFFECTING THE INTERVIEW AND SELECTION PROCESS

Various state and federal regulations regarding equal employment affect the interview and selection process. These regulations prohibit discrimination on the basis of race, color, sex, religion, national origin, age or handicap. The "Interview Guidelines" chart on the reverse side of this page outlines the specific kinds of information which you can and cannot ask.

In addition to being familiar with this chart, you should pay special attention the following areas to avoid violating equal employment regulations.

**DO** consider the person's true ability to perform the duties of the position. Never assume that an applicant's age, sex, or disability will prevent the performance of tasks.

**DON'T** express a preference for race, sex, a particular age group or indicate any other preference which might be construed as discriminatory.

**DO** keep in mind the applicant's perception of you. Don't refer to applicants in an "endearing manner." Never use racially or ethnically oriented terms. Don't flirt with or patronize the applicant.

**DON'T** indicate to a member of a "protected group" (e.g., minority, female, person with disability) that your interest in them stems from a desire to improve your EEO image.

**DO** avoid stereotypes. Keep an open mind. Don't imply (or assume) that the job requires a young person with energy or that an older person may find the job too demanding or that females should not travel alone.

**DO** use extra caution in dealing with physical requirements. Federal regulations, and most recently the Americans With Disabilities Act (ADA), require employers to make "reasonable accommodations" for persons with permanent disabilities.

**DON'T** pursue areas which legally are "out of bounds," even if the applicant brings them up. Stick to the job duties. For instance, if an applicant raises concern over child care arrangements, explain the work hour requirements of the job and allow the applicant to make his/her own assessment.

**DON'T** indicate that you already have someone in mind for the position. The interview process should be an open process where all applicants receive equal consideration.

**DO** remember that most of the tips above also apply to what you say outside of the interview. In the event that a discrimination claim is filed, comments made outside of the interview can come back to haunt you when co-workers are asked to answer under oath regarding what was said "in private." Remember, keep an open mind and don't draw conclusions or make assumptions you can't defend.

**Town of Sewall's Point, FL**  
**Ballot to Select the TownManager**  
**Finalists**

August 5, 2019

**Please place a check mark next to your top two choices to  
be your next Town Manager.**

	<b>Candidate</b>	<b>Select</b>
<b>1</b>	<b>Ben Hogarth</b>	<input type="checkbox"/>
<b>2</b>	<b>Martin Murphy</b>	<input type="checkbox"/>
<b>3</b>	<b>Richard Scherle</b>	<input type="checkbox"/>

Signature: \_\_\_\_\_

Submitted by (please place a check mark next to your name):

Barile

Campo

Fender

Kurzman

Mayfield



Town of Sewall's Point, FL  
 Summary of Ballots to Select Town Manager Finalists, Round # \_\_\_\_ August 5, 2019

<b>COMMISSION MEMBER</b>	BARILE	CAMPO	FENDER	KURZMAN	MAYFIELD	<b>TOTAL</b>
<b><i>CANDIDATE</i></b>						
Ben Hogarth						
Martin Murphy						
Richard Scherle						
<b>TOTAL</b>						
Conducted by: _____						