

**MINUTES  
TRANSYLVANIA COUNTY BOARD OF COMMISSIONERS  
June 12 & 13, 2014-SPECIAL MEETING**

The Board of Commissioners of Transylvania County met in special session on Thursday, June 12, 2014 and Friday, June 13, 2014 at Blue Ridge Community College for the purposes of participating in the assessment process in their search for a new County Manager and for allowing Commissioners to enter into closed session.

Commissioners present were Vice-Chairman Larry Chapman, Jason Chappell, Chairman Mike Hawkins, Daryle Hogsed and Page Lemel. Also present were Steven Strauss and Heather Lee of Developmental Associates, Human Resources Director Sheila Cozart and Clerk to the Board Trisha Hogan.

There were no members of the media present.

On Thursday, June 12, 2014 and part of the day Friday, June 13, 2014, Commissioners observed several candidates for the County Manager position participate in a process called Assessment Centers. This process was developed by Developmental Associates.

Developmental Associates formed four teams to administer the Assessment Centers. The teams consisted of members and leaders of the community, former elected officials, former and current city managers, and school officials, just to name a few. Each team presented their findings to Commissioners about each candidate in closed session.

**CLOSED SESSION**

Pursuant to NC General Statute 143-318.11 (a) (6) to consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee, closed session was entered into at 2:15 p.m. on Friday, June 13, 2014. Present were Chairman Hawkins, Commissioners Chapman, Chappell, Hogsed and Lemel, Steven Strauss and Heather Lee of Developmental Associates and Clerk to the Board Trisha Hogan. Ms. Cozart was unavailable to attend the closed session portion of the meeting. Also present at various times were the members of the teams assembled by Developmental Associates.

Developmental Associates formed four teams to administer the Assessment Centers. Each team presented their findings to Commissioners about each candidate. After the presentations, Commissioners discussed the findings and narrowed their candidate list to three candidates.

Commissioners directed staff to contact the candidates and schedule interviews for June 18, 19, and 20, if possible. Commissioners intend to provide a full day's itinerary, to include a guided tour of the community, meetings with various community members, an interview with the Board of Commissioners, and dinner. Staff was asked to find out from the candidates who they wanted to speak with and what other items may be of interest to them while they are here (schools, realtors, etc.).

**Commissioner Chapman moved to leave closed session, seconded by Commissioner Lemel and unanimously carried.**

**Commissioner Chapman moved to adjourn the meeting at 6:30 p.m., seconded by Commissioner Lemel and unanimously carried.**

ATTEST:

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Mike Hawkins, Chair  
Transylvania County Board of Commissioners

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Trisha M. Hogan, Clerk to the Board

06/12/2014 & 06/13/2014