

**MINUTES & GENERAL ACCOUNT
TRANSYLVANIA COUNTY BOARD OF COMMISSIONERS
November 30, 2016 – SPECIAL MEETING**

The Board of Commissioners of Transylvania County met in special session on Wednesday, November 30, 2016 at 1:00 p.m. in the Arthur C. Wilson, Jr. Conference Room in the County Administration Building, located at 101 S. Broad Street, Brevard, NC. The meeting was called for the purposes of allowing Commissioners to discuss a personnel matter in closed session as allowed per North Carolina General Statute.

Commissioners present were Vice-Chairman Larry Chapman, Jason Chappell, Chairman Mike Hawkins, and Page Lemel. Commissioner Kelvin Phillips was absent due to illness. Also present were County Manager Jaime Laughter and Human Resources Director Sheila Cozart. The County Manager took minutes on behalf of the Clerk to the Board.

There were no media or any other members of the public present.

Chairman Hawkins presiding declared a quorum was present and called the meeting to order at 1:05 p.m.

Chairman Hawkins moved to enter into closed session per NCGS 143-318.11 (a) (6) to consider the qualifications, competence, performance, condition of employment of a public officer or employee or prospective public officer or employee, seconded by Commissioner Lemel and unanimously carried.

Commissioners conducted individual interviews with three candidates for the Tax Administrator position. After interviews, Commissioners evaluated the candidates based on their interviews and assessment center scoring and instructed staff on how to proceed.

Chairman Hawkins moved to leave closed session, seconded by Commissioner Lemel and unanimously carried.

OPEN SESSION

Chairman Hawkins moved to seal the minutes of the closed session until such time that opening the minutes does not frustrate the purpose of the closed session, seconded by Commissioner Lemel and unanimously approved.

ADJOURNMENT

Chairman Hawkins moved to adjourn the meeting at 4:44 p.m., seconded by Commissioner Lemel and unanimously carried.

Larry Chapman, Chair
Transylvania County Board of Commissioners

ATTEST:

Trisha M. Hogan, Clerk to the Board