

Rogers Waterworks and Sewer Commission Meeting

March 26, 2012

Minutes

The Rogers Waterworks and Sewer Commission held a special called meeting at 12:00 PM, Monday, March 26, 2012, in the Commission Room of the Rogers Water Utilities Administration Building. Commissioners present were Don Kendall, Jene' Huffman-Gilreath, Guy Cable, Roger Surly, and Travis Greene. Rogers Water Utilities (RWU) staff, in attendance included Johnny Lunsford, William Evans, Mark C. Johnson, Joyce J. Johnson, Robert Moore, Michelle Williams, Earl Rausch and Stephen Ponder. Also in attendance was Deputy City Attorney Jim Clark. Chairman Greene called the meeting to order at 12:00 PM.

Guy Cable made a motion to adjourn to executive session to discuss the appointment of an Interim Superintendent. The motion was seconded by Don Kendall. All in favor, motion carried. The Commissioners went into executive session at 12:02PM. All others in attendance were asked to leave the room.

The meeting was called back to order at 12:46 PM. There was a motion made by Don Kendall, seconded by Travis Greene to appoint Joyce J. Johnson as Interim Superintendent. All in favor, motion carried. Travis Greene added this was under the assumption that Joyce was willing to accept the position. Joyce indicated she would be willing to be the Interim Superintendent. Don Kendall stressed that the Commissioners' directive is that "complete status quo be maintained."

At this time there was considerable discussion on how to handle the process of receiving applications and resumes for the permanent Superintendent position. The Commissioners indicated they wanted the documents to go to the City of Rogers. Jim Clark suggested they should go to the Director of Human Resources, 301 West Chestnut, Rogers, Arkansas. The Commissioners indicated that they would like the RWU staff to compose the advertisement for the Superintendent position and update the Job Description. Mark C. Johnson indicated the position could be posted in appropriate trade journals. Jim Clark mentioned it should go to the newspapers serving our area and be posted on the City of Rogers website.

Roger Surly suggested that the position be held open for 45 days after it is posted. It was mentioned there was a job description available to aid in the process. Roger Surly wondered when the resumes/applications became public record. Jim Clark said that the names of the applicants became public when received, and added he would check FOI law and get back to the Commission in that regard. William Evans asked if people could email their resumes. No decision was reached and this will need to be resolved with the City HR Director. There was discussion about background checks. Don Kendall suggested that background checks be mentioned in the job description, and recommended that RWU do the maximum legal background check. Mark Johnson asked if we should offer a telephone number to call about the position. The Commission said no.

Don Kendall indicated the need to establish a screening process. Jim Clark suggested the Commissioners could go into executive session to discuss screening procedure and added he would talk to Angela Brewer the City HR Director about how to properly handle the process and to provide copies for the Commissioners.

Roger Surly asked if additional authorized check signers were needed. Joyce Johnson responded that both she and Mark Johnson were authorized to sign, as well as all of the Commissioners, the City Treasurer, and Mayor. She did not think it was necessary to add more authorized signers at this time.

The meeting was adjourned at 1:15PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Joyce J. Johnson".

Joyce J. Johnson, Acting Secretary
Rogers Waterworks and Sewer Commission

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