

Rogers Waterworks and Sewer Commission

May 30, 2012

Minutes

The Rogers Waterworks and Sewer Commission held a special meeting at 11:30 AM Wednesday, May 30, 2012, in the Rogers Water Utilities Administration Building. Present were Commissioners Travis Greene, Guy Cable, Roger Surlly and Don Kendall. Rogers Water Utilities staff in attendance was Joyce Johnson, Mark Johnson, Johnny Lunsford, William Evans, Michelle Williams (after executive session) and Earl Rausch. Others in attendance were Deputy City Attorney Jim Clark, and Amye Buckley of the Morning News. Chairman Greene called the meeting to order at 11:36 AM. Jene' Huffman-Gilreath arrived at 11:40 AM.

Chairman Greene asked Deputy City Attorney, Jim Clark for information on how the Commission should legally proceed with the selection of the Superintendent. Clark said they could go into executive session to review the resumes. Once they selected the candidates to be interviewed, they could have Joyce Johnson contact the applicants and set up the interviews. He said procedures for the process must be discussed in the public meeting. Greene indicated there were 26 resumes to consider and Kendall said it could take several meetings to work through the process. Clark indicated that the interviews could be done in executive session. He said only Commissioners can do the interviews in executive sessions. At 11:45 AM there was a motion by Greene, seconded by Kendall to adjourn to executive session. All in favor, motion carried.

The meeting was called back to order at 1:21 PM. Chairman Greene announced that the public meeting was back in session. He said the commission would like to have telephone interviews with selected applicants. The Commission wants Joyce Johnson to make the arrangements for the conference telephone interviews with the candidates. The interviews would be done in an executive session on June 8, 2012 and June 11, 2012 between 11:30 AM to 1:30 PM. Surlly added the first interview should begin at 11:45AM. Johnson was asked if she would contact the selected applicants and set up the interviews in these two time blocks. She indicated she would be willing to set up the telephone interviews. Clark suggested to Chairman Greene that the commission should announce the names of the selected applicants and provide the names of the applicants to be interviewed to the press. Clark asked if any applicants had been eliminated based on the review of the resumes. The Commission indicated that no one had been eliminated.

Johnson asked how much time to allow for each interview. Kendall stated that each interview would be 15 minutes per applicant. Chairman Greene told Johnson that each commissioner will be sending her questions for the interviews and the commission would like her to compile the questions and prepare a standard question list to be used during the initial interviews. Chairman Greene also asked Johnson to e-mail the standard question list to each commissioner.

First round applicants to be contacted for telephone interviews are Kevin Crosson, Charles Fuller, Mark Johnson, Thomas Noble, Timothy Nyander, John Vondran, Michael Welch and William Winn. These are not to be considered “finalists,” but first round interviews.

Gilreath asked Johnson if she could call the applicants prior to tomorrows newspaper publication. Johnson answered that she would try to contact the applicants today. Johnson asked if the applicants were to call RWU at a specific time for the interview or if the Commission would call the applicants. Kendall stated the commission will call the applicants and she should schedule four interviews per day starting at 11:45 AM (15 minutes per interview). Surly asked when the city performs background checks. Clark stated that city only performs background checks for employment in the police department. Mark Johnson stated that the water department performs background checks for all potential employees. The Utility works through a state agency to do online background checks. Chairman Greene stated that the commission plans to do background checks after the initial interviews.

The meeting adjourned at 1:35 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Joyce J. Johnson". The signature is written in black ink and is positioned below the text "Respectfully submitted,".

Joyce J. Johnson, Acting Secretary
Rogers Waterworks and Sewer Commission
File: RWWSC minutes, 5-30-12