

TOWN OF WINDERMERE

Workshop 7:00 p.m.
Town Hall

July 19, 2011

TOWN COUNCIL/TOWN MANAGER'S SEARCH WORKSHOP AGENDA

1. Candidate Discussion (1 hour)
 - Robert Smith
 - Oel Wingo
 - Peter Lombardi
 - Gregory Dunham

2. Panel Interview (30 minutes)
 - General Process
 - Structured Interview: Behavioral/experienced-based questions and approach
 - Sample Questions
 - Guidance on interviewing (Dos/Don'ts)

3. Remaining Tasks
 - Negotiate compensation/benefits package and develop employment contract
 - Write and send letter to candidates who were not selected. From Mayor and Council?
 - Create timeline and materials for announcements: Town staff, Town citizens, press, other government agencies, other. May need to coordinate with candidate's current employer.
 - Finalize Town Manager On-boarding/Orientation for success
 - Other?

All workshops are open to the public. Persons with disabilities needing assistance to participate in any such proceeding should contact the Office of the Town Clerk at least 48 hours beforehand at (407) 876-2563.

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Town Council/Town Manager's Search Workshop Meeting Minutes

July 19, 2011

CALL TO ORDER:

Present were Mayor Gary Bruhn, Council Members Norma Sutton, Richard Irwin, Jim O'Brien, and Mike Pirozzolo. Council Member Molly Rose was absent. Search Committee Members present were Terry Osborne, Dave Farwick, Vera Carter and Christy Parrish. Clerk Dorothy Burkhalter was also present.

Mayor Bruhn called the workshop to order at 7:04 p.m.

1. Candidate Discussion:

The Town Manager's Search Committee Chair Christy Parrish summarized the search process. She explained that six candidates had been interviewed and the top four have been selected. Chair Parrish explained the background check process and stated that it continues. Each committee reviewed, in detail, the candidate that they researched. Terry Osborne reviewed top candidate Robert Smith, Christy Parrish reviewed the #2 candidate Oel Wingo, Vera Carter reviewed the #3 candidate Peter Lombardi, and Dave Farwick reviewed #4 Greg Dunham. Discussion was made.


2. Panel Interview:


Member Terry Osborne reviewed a panel interview process. Much discussion was made regarding the general process, structured interview, sample questions, process flow and guidance on interviewing.

3. Remaining Tasks:

Discussion was made regarding negotiating compensation, benefits package, employment contract, follow up with candidates who were not selected, announcement of the new manager and finalizing on-boarding orientation.

Workshop adjourned at 9:47p.m.


Dorothy Burkhalter, Town Clerk


Gary Bruhn, Mayor