

**WORK SESSION – CITY MANAGER RESUMES**  
**CITY COUNCIL OF THE CITY OF NASHVILLE**  
**COUNTY OF BERRIEN**  
**JULY 19, 2021**  
**5:30 p.m.**

**WELCOME AND CALL TO ORDER:** Alderman Scott Stalnaker

**ROLL CALL:** Members of the City Council present included Aldermen Scott Stalnaker, Billy Retterbush, Antonio Carter, Walt Steward, Eric Gaither

**STAFF PRESENT:** Jackie Jordan, Police Chief Edwards, Mitchell Moore

Work Session to discuss protocol and procedure for resumes received for City Manager position:

Due to the absence of the Mayor and Mayor Pro-tem, the Council selected Alderman Scott Stalnaker to preside over the meeting as set forth in the City's charter at which time Alderman Stalnaker called the meeting to order at 5:35 p.m.

Travis Harper asked to address the Council and expressed his gratitude for their consideration of his resume but explained he would need to withdraw his resume due to other personal obligations at this time.

Mr. Moore explained that although Mayor Pro-tem John Clayton was unable to attend the work session, he had spoken with him last week and it was his understanding the purpose of the work session was to discuss protocol and procedure to be used by the Council for the review and selection process of the City Manager. Mr. Moore also inquired about participation by any third (3<sup>rd</sup>) party such as Georgia Municipal Association (GMA).

Mr. Steward explained it is the Council's responsibility and each Council member brings forth different levels of experience such as Mr. Steward has experience hiring and managing people and thinks ten (10) resumes are a lot for one position so they need a process to narrow the number of resumes down to three (3) to five (5) then have another work session. Mr. Gaither asked about having GMA review the resumes to narrow them down to three (3) or four (4) candidates. Mr. Moore explained it is ultimately the Council's decision but he had contacted Mr. Jacobs with GMA as they have been very helpful with other issues. He said Mr. Jacobs' response was that GMA has provided the following assistance to cities with respect to recruitment: reviewed and screened potential candidates for City to consider; served on hiring panel for City positions; assisted with notification requirements for public officials hiring; assisted with salary range for municipal positions; and, developed interview questions for candidates. Mr. Moore further explained the response included in bold underline that GMA will not select or recommend any candidate for Mayor/Council consideration and approval. Mr. Moore also explained they will be criticized regardless of which route they decide upon. Mr. Steward said the citizens voted for the Council, not GMA, and it is the Council's responsibility and Mr. Moore replied while that is true, the citizens would expect the

elected officials to utilize the resources they have at their disposal. Mr. Stalnaker said he would not mind GMA's assistance in determining the appropriate questions to be used in the process but not be involved in the process. Mr. Steward inquired as to interviewing the candidates in public or private and Mr. Moore explained they could interview in private pursuant to the rules of Executive Session. Mr. Harper offered that information he had read suggests interviewing in Executive Session with even the names redacted until they are down to the final three (3) or so. Mr. Retterbush inquired if GMA would verify information on resumes such as education. Mr. Moore replied GMA could but any assistance they offer will require a fee. Mr. Carter said the City could run a background check with authorization. Mr. Harper offered that he keeps a copy of his transcript on his computer and most candidates will probably be able to provide the information regarding their education. After brief discussion, the Council decided to each review the nine (9) resumes and narrow them down to five (5) while Mr. Moore requests appropriate questions from GMA. Then, use a grading system of one (1) to five (5), with five (5) being the best, on each category such as education, work experience, supervisory experience, work longevity and then, use the questions from GMA, with the answers required in a limited format of 500 words or less per question, to narrow them down to possibly three (3) and set up interviews with those.

The item is tentatively scheduled to be on the Agenda for the August 23, 2021 regular Council meeting.

**ADJOURNMENT**

The meeting was adjourned at 6:14 p.m.  
*July 19, 2021.*

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Mayor Pro-Tem John Clayton

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Alderman Scott Stalnaker

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Alderman Antonio Carter

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Alderman Billy Retterbush

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Alderman Walt Steward

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Alderman Eric Gaither

**ATTEST:**

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Jackie Jordan, City Clerk