

Unsealed by Board of Commissioners 1/23/2017.

**MINUTES**  
**TRANSYLVANIA COUNTY BOARD OF COMMISSIONERS**  
**November 1, 2016 – CLOSED SESSION**

Pursuant to 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, closed session was entered at 11:46 a.m.

Present were Chairman Hawkins and Commissioners Chapman, Chappell, Lemel and Phillips, County Manager Jaime Laughter, Human Resources Director Sheila Cozart, and Clerk to the Board Trisha Hogan.

This closed session was a continuation of the closed session meeting held on October 28, 2016. A full Board was not present at the previous meeting, so Commissioners delayed their decision on the Tax Administrator candidates until a full Board could be present.

Throughout the day on October 28, candidates for the Tax Administrator position participated in four different assessment centers to test their knowledge and skills in various areas. In closed session, Commissioners received input from Angela Owen of TBL Leaders consulting firm, along with representatives from the assessment groups, on how each candidate performed. Commissioners elected not to finalize a list of candidates nor set interview dates until the entire Board had an opportunity to review the results of the assessment centers.

Human Resources Director Sheila Cozart stated that six candidates were invited to participate in the assessment center process; however, only four candidates attended. Of those four candidates, three are internal candidates and one is from outside the County. Ms. Cozart, along with the Manager, suggested Commissioners include all four candidates in the interview process being that two of the six candidates have already withdrawn themselves from consideration.

Commissioners agreed to schedule interviews with all four remaining candidates for November 30, 2016 from 1:00 p.m. to 5:00 p.m. After interviews, Commissioners will meet to discuss the results of the interviews and narrow their list to a final candidate or candidates. Ms. Cozart will prepare a list of interview questions for Commissioners to review prior to the meeting.

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

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Mike Hawkins, Chair  
Transylvania County Board of Commissioners

ATTEST:

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Trisha M. Hogan, Clerk to the Board