

HENDERSON COUNTY
OFFICE OF THE COUNTY MANAGER

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MEMO

TO: Board of Commissioners

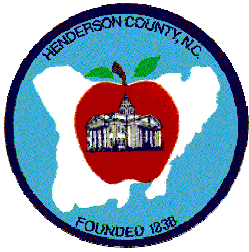
FROM: David E. Nicholson
County Manager

DATE: January 19, 2005

SUBJECT: Commissioner McGrady - Agenda items

Commissioner McGrady has requested that the following items be placed on today's Board of Commissioners agenda.

1. Strategic Plan Development Process
2. Attorney Selection Process
3. Animal Shelter



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FROM: David E. Nicholson
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DATE: January 19, 2005

SUBJECT: Strategic Plan Development Process

I am writing concerning the process to develop the Board's Strategic Plan for 2005 and 2006. Below are the projected dates for the development of the first draft, Board presentation and to have the Board consider the Plan.

January 6, 2005	Management Team holds a meeting to discuss the Strategic Plan
January 10-14, 2005	Staff develops first draft and the Management Team reviews it
January 18, 2005	Final draft presented to the County Manager
January 20, 2005	Draft provided to the Board
January 20-24, 2004	Board reviews first draft and provides comments to County Manager
January 25, 2005	Board workshop with staff presenting first draft

There will certainly be follow up from your January 25th meeting. The Board may wish to discuss the Strategic Plan at your regularly scheduled meeting or at special called meetings such as the tentatively scheduled February 12, 2005 workshop.

RECRUITMENT PLAN – COUNTY ATTORNEY

1. Preparation
 - a. Review of job description
 - b. Salary negotiable based on experience
 - c. Recommend deadline for applying is January 31st to encourage large applicant pool
2. Advertising
 - a. Job Posting to internal departments
 - b. Job Posting sent to Employment Security Commission
 - c. Newspapers (Note: holiday weekends are historically bad times to place ads as few people read the want ads) – Sunday 12/19 or not until 1/09/05. Deadlines are the Thursday before Sunday publication.
 - (1) Hendersonville Times News
 - (2) Asheville - Citizen-Times
 - (3) Charlotte or Raleigh
 - d. Trade Association(s)
 - (1) County Lines
 - (2) League of Municipalities
 - (3) North Carolina Lawyer's Weekly
 - (4) County attorney listserv
3. Application/resume review process
 - a. Henderson County employment application required, resume may be attached.
 - b. All applications/resumes sent to HR Department to record
 - c. All applicant inquiries directed to HR Director
 - d. HR Director forwards all applications/resumes to Board Chairman
 - e. Two Commissioners review applications and does preliminary interview
4. Formal Interview and Selection process
 - a. HR dept schedules applicants for interview
 - b. HR Director conducts preliminary portion of interview process (i.e. provides general overview of County organization, benefits, what they can expect of the selection process, reference and background checking, and follow up), escorts applicant to interview location with Commissioners
 - d. HR Director conducts reference/background checks on finalist candidate(s), documents and reports findings to Board Chairman
 - e. Commissioners make final selection and make verbal offer to candidate followed up with written employment agreement
 - f. Once offer is accepted all candidate applications and resumes returned to HR Director for follow up
 - g. HR Director contacts all other candidates and composes turn down letters under signature of Board Chairman