

**DURHAM, NORTH CAROLINA
FRIDAY, JANUARY 15, 2021
2:00 P.M.**

The Durham City Council met in a special session on the above date and time virtually via Zoom with the following members present: Mayor Steve Schewel, Mayor Pro Tempore Jillian Johnson and Council Members Javiera Caballero, DeDreana Freeman, Mark-Anthony Middleton and Charlie Reece. Absent: None.

Guests present: Stephen Straus, Janice Jackson and Joseph Durham representing Developmental Associates, LLC; and S. Ellis Hankins representing The Mercer Group, Inc. Consultants to Management.

Also Present: Human Resource Director Regina Youngblood, Assistant Director Timothy Howell, Talent and Acquisition Manager James O'Donnell, City Attorney Kim Rehberg, City Clerk Diana Schreiber and Deputy City Clerk Ashley Wyatt.

Mayor Schewel called the meeting to order, welcomed everyone in attendance, and thanked all staff for their assistance with the virtual meeting.

Director Youngblood introduced the guests and deferred to them for presentation of their proposals for conducting the City Manager Search.

Steve Straus, President of Developmental Associates, LLC addressed Council about the proposal to conduct the search process for City Manager.

The Request for Proposal included:

- Targeted, nation-wide recruitment utilizing social media
- Screening process- application, interview, Emotional Intelligence Inventory (Eqi 2.0)
- In-depth survey with writing assessment
- Interview
- Assessment Center
- Timeline: approximately 70 days to Closed Session with Council.
- Proposed Fees: \$23,500 basic fee; EQi administration/analysis at \$200 per finalist (up to five); coaching/feedback \$250 for successful candidate and any internal candidate; background check \$2250 per candidate; hourly fees for facilitating public forums or as requested by City at \$250/hour. Total maximum fee of \$24,500, excluding coaching/background check/fees for additional work.

S. Ellis Hankins, the Mercer Group's Senior VP, Lead Consultant and Project Manager, addressed Council about his company's proposal to conduct the search process for City Manager.

The Request for Proposal included:

- Position Analysis and Community Engagement
- Recruitment Process

- Resume Review and Candidate Screening
- Background Investigation
- Semi-Finalists Selection
- Interview and Decision-Making Process
- Timeline: 120 days after the award of contract
- Fees/Expenses: Proposed \$24,500 plus actual expenses not to exceed \$5,500. Bill in one-third increments with final invoice at time of initial interviews; actual expenses billed at month end.

After discussion comparing the two recruitment firms, Mayor Schewel called for a roll call vote on the selection of the City Manager Search firm.

Developmental Associates:

Ayes: Mayor Schewel, Mayor Pro Tempore Johnson and Council Members Caballero, Freelon, Freeman, Middleton and Reece. Noes: None.

Mercer Group:

Ayes: None. Noes: Mayor Schewel, Mayor Pro Tempore Johnson and Council Members Caballero, Freelon, Freeman, Middleton and Reece.

Next Steps: Prioritize core competencies discussion with Council; this information would be passed to Developmental Associates.

A member of HR would reach out to Mr. Hankins with the decision, explaining Council was grateful for the presentation and would look forward to working with The Mercer Group in the future.

Being no further business to come before Council, the meeting was adjourned at 4:19 p.m.

Ashley Wyatt, CMC
Deputy City Clerk

Diana Schreiber, CMC
City Clerk