

**Agenda for Special Call Meeting of the Board of Mayor and Alderman
Monday, August 7, 2023 – 5:30 p.m.
Tulahoma Municipal Building**

SPECIAL CALL MEETING AGENDA

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Call to Order by Mayor Ray Knowis

Reading of the Call

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Invocation – Rev. Shebbie Shields

Pledge of Allegiance to the Flag – Rev. Shebbie Shields

Roll Call

Public Comments

N/a

All citizens interested will be invited to speak for up to 3 minutes about any matter within the purview of the Board. Please speak into the microphone and begin by stating your name and address.

Agenda

1. **Item No. 23-128** – Consider approval of the process for narrowing the seven applicants for City Administrator as recommended by the Citizens Committee to four.

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Adjourn

Anyone requesting accommodations due to disabilities should contact Ms. Lisa Shepherd, A.D.A. Coordinator, at 931-455-2648, before the meeting.

TO THE ALDERMEN OF THE CITY OF TULLAHOMA

You, and each of you, are hereby notified that the Board of Mayor and Aldermen of the City of Tullahoma, Tennessee is called to meet in a special called session on Monday, August 7, 2023, at 5:30 p.m. at the 2nd Floor Board Room of the Tullahoma Municipal Building for the purpose of considering the following:

- 1. The Purpose of the Meeting is to Consider approval of the process for narrowing the seven applicants for City Administrator as recommended by the Citizens Committee to four. This is an open, public meeting and public comments will be taken at this meeting. The meeting will be recorded and broadcast live on TUA LightTube’s YouTube and on local cable at TUA Lighttube Channel 6.**

Ray L. Knowis, Mayor

We, the undersigned Aldermen hereby acknowledge service of the above notice on Monday, August 7, 2023.

Mayor Pro-Tem Mathis

Alderman Glick

Alderman Amacher

Alderman Wilson

Alderman Berry

Alderman Mann

Tullahoma News Please publish one time on Wednesday, August 2, 2023

Special Called Meeting Notice

The Board of Mayor and Aldermen of the City of Tullahoma, Tennessee will meet at 5:30 pm in the Board Room at the Tullahoma Municipal Building at 201 W. Grundy Street on Monday, August 7, 2023.

The purpose of the meeting is to Consider approval of the process for narrowing the seven applicants for City Administrator as recommended by the Citizens Committee to four. This is an open, public meeting. The meeting will be recorded and broadcast live on TUA Lighttube Channel 6.

BOARD OF MAYOR AND ALDERMAN
CITY OF TULLAHOMA

Item No. 23-128

DATE: August 7, 2023
TO: Board of Mayor and Aldermen
FROM: Jordan Wilkins, Assistant to the City Administrator
SUBJECT: City Administrator Selection Process

BACKGROUND

Mayor Ray L. Knowis has scheduled a special called meeting of the Board of Mayor and Aldermen on Monday August 7, 2023, beginning at 5:30 P.M. in the Tullahoma Municipal Building.

The purpose of this meeting is to consider approval of the process for narrowing the seven applicants for City Administrator as recommended by the Citizens Committee to four. Mayor Knowis after consultation with MTAS Consultant Honna Rogers has provided a spreadsheet with each of the seven applicants listed. The proposed process is that each Board member rank all seven applicants in order of preference. The City Recorder will tally the votes from each Board member and announce the four applicants ranking in preference 1-4 that will be recommended to Municipal Technical Advisory Service (MTAS) to participate in the Assessment Center.

The Assessment Center is an option available for use in the selection process. An assessment center places applicants in simulated, but high-fidelity, situations where participate in exercises that help demonstrate their knowledge, skills, and abilities (KSAs) and other behavioral characteristics required for the job. The benefit of the assessment center is that a panel of trained assessors can observe overt behavioral characteristics and rate the performance of the candidates in their demonstration. This can allow the panel to compare each candidate against a rubric of the specific constructs or competencies desired for the ideal fit.

RECOMMENDATION

The Board is recommended to approve the process and narrow the seven applicants to four applicants for City Administrator as recommended by the Citizens Committee.

ATTACHMENTS

- Citizens Committee Meeting Minutes
- Citizens Committee Combined Scoring Sheet of all City Administrator Applicants
- Recommended Process by Mayor Knowis for narrowing the seven applicants to four applicants.

**Citizens Committee
MINUTES FOR
June 20, 2023**

The Citizens Committee appointed by the Board of Mayor and Aldermen of the City of Tullahoma, Coffee and Franklin Counties, Tennessee assembled at the Municipal Building, in Tullahoma, for a meeting on Monday, June 20, 2023, at 3:00 p.m. Honna Rogers, MTAS Management Consultant lead the meeting with and the following named members of the Board: Jody Baltz, Donna Bradford, Pam Bussell, Misty Damron, Frank Glass, and Chad Grimes. Beverly Lee was absent.

The purpose of the Citizens Committee is to make recommendations to the Board of Mayor and Aldermen of which applicants for City Administrator should be interviewed by the Board of Mayor and Aldermen. Ms. Rogers provided a rubric for scoring of each applicant in addition to their resumes and cover letters. Ms. Rogers requested that members have their scores sent to her by July 9, 2023. The Citizens Committee will reconvene on July 11, 2023 at 3:00 PM at the Tullahoma Airport to review the scoring of applicants compiled by Ms. Rogers. The Board of Mayor and Aldermen may choose to accept or not accept the recommendations of the Citizens Committee.

There being no further business to come before the Citizens Committee at this time, the meeting adjourned at 3:36 p.m.

**Citizens Committee
MINUTES FOR
July 11, 2023**

The Citizens Committee appointed by the Board of Mayor and Aldermen of the City of Tullahoma, Coffee and Franklin Counties, Tennessee assembled at the Airport, in Tullahoma, for a meeting on Tuesday, July 11, 2023, at 3:00 p.m. Honna Rogers, MTAS Management Consultant lead the meeting with and the following named members of the Board: Jody Baltz, Pam Bussell, Misty Damron, Frank Glass, and Chad Grimes. Donna Bradford and Beverly Lee was absent.

The purpose of the Citizens Committee is to make recommendations to the Board of Mayor and Aldermen of which applicants for City Administrator should be interviewed by the Board of Mayor and Aldermen. At the previous meeting Ms. Rogers provided a rubric for scoring of each applicant in addition to their resumes and cover letters. The Citizens Committee reconvened to review the scoring of applicants compiled by Ms. Rogers. The Committee decided not to conduct interviews. Mr. Glass made a motion and was seconded by Mr. Grimes to submit seven names to the Board of Mayor and Aldermen for interviews and all members voted in favor. The seven names chosen were Patrick Marsh, Christopher Dorsey, Scott Meszoros, Richard Hough, Randall Smith, Scott Collins, and Kenneth Pearson. The Board of Mayor and Aldermen may choose to accept or not accept the recommendations of the Citizens Committee.

There being no further business to come before the Citizens Committee at this time, the meeting adjourned at 3:55 p.m.

Tullahoma Citizens Committee			
City Administrator Candidate Scoring			
Marsh, Patrick		27	
Ross, James Tyson "Ty"		26	*Withdrawn
Dorsey, Christopher		26	
Strahl, David		26	
Meszoros, Scott		26	
Ventresco, Fred		24	
Hough, Richard		23	
Smith, Randall		23	
Collins, Scott		22	
Cannon, Jonathan		21	
Millan, John		20	
Wolz, Sharon		20	
McCormick, Thomas		20	
Bargeron, Michael		20	
Settle, Ashton		19	
Falcon, Robert "Bobby"		19	
Nagy, Michael		19	
Pearson, Kenneth		19	
Schmidt, William		17	
Quick, Jason		17	
Pree, Jon		17	
Schaible, Debra		15	
Chandler, Scott		14	
Schmid, Kitty		14	
Stockwell, Jess		13	
Dickenson, Melanie		13	
Page, William		12	
England, Bruce Wayne		9	
Belasco, Amy		8	

Morris, Hallie		8	
Doolen, Christine		8	
White, Cory		7	
Garner, Molly		7	
Venable, Kritzia		7	
Jernigan, Angie		7	
Panaro, Jason		7	
Hansen, Destiny		6	
Kirby, Connie		6	

Candidate Name	Mayor Knowis	Alderman Amacher	Alderman Berry	Alderman Glick	Alderman Mann	Alderman Mathis	Alderman Wilson	Totals
Marsh, Patrick								
Dorsey, Christopher								
Meszoros, Scott								
Hough, Richard								
Smith Randall								
Collins, Scott								
Pearson, Kenneth								

Note: Rank all seven applicants in order of preference. The four applicants with the lowest scores will be recommended to MTAS for Assessment Center evaluation

Key:	
First Preference	1
Second Preference	2
Third Preference	3
Fourth Preference	4
Fifth Preference	5
Sixth Preference	6
Seventh Preference	7