



City of North Port

4970 CITY HALL BLVD
NORTH PORT, FL 34286

Meeting Minutes City Commission Special Meeting

CITY COMMISSIONERS

Linda M. Yates, Mayor
Vanessa Carusone, Vice-Mayor
Christopher B. Hanks, Commissioner
Debbie McDowell, Commissioner

APPOINTED OFFICIALS

Jonathan R. Lewis, City Manager
Mark Moriarty, City Attorney
Patsy Adkins, City Clerk

Thursday, January 5, 2017

1:00 PM

CITY COMMISSION CHAMBERS

Interviews for Deputy City Clerk

**NOTE: This is a draft copy of the minutes of the January 5, 2017
Commission Special Meeting, has not been approved by the Commission
and is subject to change.**

CALL TO ORDER/ROLL CALL

The North Port City Commission Special Meeting was called to order in the City Commission Chambers at 1:00 p.m. by Mayor Yates.

Present: Mayor Yates; Vice Mayor Carusone; Commissioners Hanks and McDowell; Assistant City Manager Schult; City Attorney Moriarty; City Clerk Adkins; Recording Secretary Hale and Police Chief Vespia.

The Pledge of Allegiance was led by the Commission.

APPROVAL OF AGENDA – COMMISSION

A motion was made by Vice-Mayor Carusone, seconded by Commissioner McDowell, to approve the Agenda as presented. The motion carried by the following vote:

Yes: 4 - Mayor Yates, Commissioner Carusone, Commissioner Hanks and Commissioner McDowell

A. [16-0722](#) 1:00 PM -1:45 PM Candidate Beth Scott.

Subsequent to approval of the Agenda, Mayor Yates provided an overview and requested the Commission limit questions to 3 questions each for each candidate and asked that the Commissioners list their questions to ensure there are no duplicate questions. The same 3 questions from each Commissioner will be asked of each candidate.

Commissioner McDowell reported that she will be asking each candidate: (1) Please tell us something unique about yourself; (2) Tell us something about a specific situation

where you may have been challenged with fairness or ethical issues and how did you resolve the situation; (3) What are you looking for from an employer.

Vice-Mayor Carusone reported that she will be asking each candidate: (1) On a scale of 1 - 10 how important is community service; (2) Are you willing to be involved with local community service groups if employed; (3) How do you feel about being a constitutional officer versus an employee.

Commissioner Hanks reported that he will be asking each candidate: (1) Give me an example of a goal you have set in the past and how you achieved it; (2) Give me a specific example of when you had to deal with an angry customer; (3) Describe a situation where you had to influence others.

Mayor Yates reported that she will asking each candidate: (1) What special skills do you feel are required to be successful in the position and give examples of the skills that you possess that would contribute to the City; (2) Tell about a time that you had to adapt quickly to change in your priorities; (3) As a charter officer you are responsive and accountable to the Commission, which is a body of 5, describe what that means to you.

Subsequent to review of the questions, Mayor Yates reminded the Commission that there is a 4:00 p.m. Commission meeting scheduled and noted that if interviews and deliberations are not finished by 4:00 p.m., this meeting could be recessed, move on to the 4:00 p.m. meeting, then reconvene to finish this meeting subsequent to adjourning the 4:00 p.m. meeting..

At 1:09 p.m., Human Resources Manager Hope escorted the first candidate, Beth Scott, into Chambers to begin her interview.

Subsequent to Ms. Scott providing brief personal background information and work history, Commissioners asked the questions previously listed. Follow up questions were provided after which Ms. Scott was provided an opportunity for a closing statement. The interview with Ms. Scott ended at ended at 1:28 p.m.

Subsequent to noting that the the next interview is scheduled for 1:45 p.m., Mayor Yates reviewed the process for determining the best candidate for the Deputy City Clerk position.

Discussion and review of a draft contract provided by Mayor Yates ensued regarding: (1) developing a contract/agreement for the appointment of a Deputy City Clerk; (2) including timelines in the agreement regarding becoming a North Port resident and obtaining required Certifications; (3) in the draft contract, the allocation for obtaining Certifications is addressed including the designation as a Municipal Clerk no later than January 31, 2021; (4) clarification was provided regarding adding requirements for the Deputy City Clerk position in the appointment contract; (5) City Clerk Adkins clarified that the job description posted for the Deputy City Clerk position included the designation of a Municipal City Clerk by the International Institute of Municipal Clerks or the ability to obtain such Certification; (6) developing a Deputy City Clerk contract/agreement at a Regular Commission Meeting.

B. [16-0724](#)

1:45 PM -2:30 PM Candidate Kathryn Peto.

At 1:45 p.m., Human Resources Manager Hope escorted the second candidate, Kathryn Peto, into Chambers to begin her interview.

Subsequent to Ms. Peto providing brief personal background information and work history, Commissioners asked the questions previously listed. Follow up questions were provided after which Ms. Peto was provided an opportunity for a closing statement. The

interview with Ms. Peto ended at ended at 1: 57 p.m.

Discussion ensued regarding: (1) it was suggested to hold a Special Commission Meeting to discuss the contract/agreement for the Deputy City Clerk position; (2) addressing a concern, City Attorney Moriarty noted that the contract/agreement could be included on the January 10, 2017 Commission Regular Meeting as a "walk on" Agenda item; (3) the example contract provided has not been reviewed by the City Attorney.

Recess from 2:06 p.m. to 2:20 p.m.

Upon reconvening, discussion ensued on when to hold a Special Commission Meeting to discuss and development a Deputy City Clerk contract/agreement to be presented to the chosen candidate for consideration. Mayor Yates provided clarification on the highlights of the example contract with could apply for the Deputy City Clerk position.

Consensus to schedule a Commission Special Meeting on January 10, 2017 at 9:00 a.m. to discuss and develop the contract for the Deputy City Clerk position to be offered o the top ranked Deputy City Clerk candidate.

C. [16-0726](#)

2:30 PM -3:15 PM Candidate Shelly Wright.

At 2:25 p.m., Human Resources Manager Hope escorted the second candidate, Shelly Wright, into Chambers to begin her interview.

Subsequent to Ms. Wright providing brief personal background information and work history, Commissioners asked the questions previously listed. Follow up questions were provided after which Ms. Wright was provided an opportunity for a closing statement. The interview with Ms. Wright ended at ended at 2:40 p.m.

D. COMMISSION DISCUSSION AND RANKING OF CANDIDATES

Discussion ensued regarding the methodology for submitting the rankings for the Deputy City Clerk candidates. City Attorney Moriarty requested that the Commission sign their ranking sheets prior to submitting them to City Clerk Adkins to be tallied.

Subsequent to distributing ranking sheets to the Commission, City Clerk Adkins tallied the rankings submitted and reported that the number one ranked candidate was Kathryn Peto.

Consensus for the Commission to provide their rankings to the City Clerk to be tallied in the first, second and third choice.

COMMISSION DISCUSSION AND RANKING OF CANDIDATES

City Clerk Adkins noted that Human Resources would be sending out letters to the candidates ranked second and third thanking them for their submittal.

Discussion ensued regarding: (1) the efforts and experience of all three candidates; (2) addressing the methodology for choosing a Deputy City Clerk in the event that the number one ranked candidate declines the offer; (3) the efforts of City Clerk Adkins in ensuring the candidates presented were qualified and credible in their submissions; (4) the salary of the Deputy City Clerk offered in the job description.

A motion was made by Vice-Mayor Carusone; seconded by Commissioner Hanks to offer the Deputy City Clerk position to Kathryn Peto with the contract forthcoming following the Commission Special Meeting scheduled for Tuesday, January 10, 2017. The motion carried as follows:

Yes: 4 - Mayor Yates, Commissioner Carusone, Commissioner Hanks and Commissioner McDowell

COMMISSION DISCUSSION AND RANKING OF CANDIDATES

Subsequent to the motion to move forward with Kathryn Peto as the number one choice for the Deputy City Clerk position, the Commission ranked the remaining candidates in the number two position and number three position.

City Clerk Adkins tallied the rankings noting that the rankings were tied for the second choice for the Deputy City Clerk position.

Subsequent to discussion regarding the experience and test scores of the remaining candidates, it was suggested the second choice be tabled until a later date depending on the acceptance or rejection from Kathryn Peto for the position of Deputy City Clerk.

PUBLIC COMMENT:

There was no public comment.

ADJOURNMENT:

Mayor Yates adjourned the North Port City Commission Special Meeting at 3:13 p.m.

City of North Port, Florida

By: _____
Linda M. Yates, Mayor

Attest: _____
Patsy C. Adkins, MMC, City Clerk

Minutes approved at the City Commission Regular Meeting this ____ day of _____, 2017