

**TOWN OF SELMA  
WORK SESSION MEETING  
MARCH 31, 2016**

**PRESENT:**

Mayor Cheryl Oliver, Mayor Pro-Tem Jackie Lacy, Councilmember William Overby and Councilmember Mark Petersen, and Town Manager Jon Barlow.

Councilmember Tommy Holmes was unable to attend.

**OTHER STAFF  
PRESENT:**

Finance Director Karen Johnson, Police Chief Richard Cooper, Parks and Recreation Director Joe Carter, Fire Chief Phillip McDaniel, Interim Human Resource Director Susan Sult, Police Captain Billy Thomas, and Interim Town Clerk Brenda Thorne.

Also present, Matt Johnson of RMB Audio.

Mayor Oliver called the meeting to order at 6:00 p.m. and stated that there was a quorum present.

**PRESENTATION BY  
RMB AUDIO  
REGARDING JERNIGAN  
BUILDING SOUND  
SYSTEM - MATT  
JOHNSON:**

Mr. Matt Johnson of RMB Audio 3532 Edgemont Drive, Raleigh, thanked Town Council for letting him speak tonight. He said that the original bid that he sent in several weeks ago was for an all wireless system. Mr. Johnson said that what he quoted was the newest technology, and was all digital. He said that it was a little more expensive due to the quality. Mr. Johnson reviewed another quote that he had provided that was for both wired and wireless. He said that the Town Council positions would be wired microphones, and wireless at the podium. Mr. Johnson stated that with the Town's existing system, it cannot accommodate nine or more microphones, which would require a mixing console that would accommodate that many input channels. He said that once the settings have been entered into the console, it can be saved to a USB drive. Mr. Johnson stated that the USB would be used to reset everything if it is ever tampered with. Mr. Johnson stated that the console has recording capability, which can record to a USB drive.

Mr. Johnson stated that the existing system that the Town has is a mixer and amplifier combined. He said that what he had quoted a separate amplifier.

Mayor Oliver asked what quality our current amplifier was.

Mr. Johnson stated that in his opinion, it was a very low quality amplifier. He said that if the Town was to upgrade to the digital wireless, the speakers were the weakest link. Mr. Johnson said that the console has a three-year warranty, the amplifier has a six-year warranty, and the

speakers have a five-year warranty. He said that they have churches with this same equipment.

Mayor Oliver asked if the wired microphones for Town Council were preferable to the lapel microphones. She said that often they are not talking directly out, and questioned if the wired microphones would have good performance.

Mr. Johnson stated that the lapel microphone would probably work better; however, they do events such as the graduation ceremony at Duke University, and are able to get the sound projected over a football stadium.

Mr. Johnson stated that speaker location was mentioned when he came in. He said that with the pattern on these speakers, he would be able to reduce the quantity to four instead of six.

Councilmember Petersen asked if the console would be able to filter things out, such as pen and paperclips hitting the table.

Mr. Johnson stated that they could shave off some of the high frequency stuff so that it doesn't sound so bad. He said that they would be able to get the voice range up and out.

Mayor Oliver stated that Town Council had previously talked about having a platform built to raise Town Council up so that they could see. She said that a lot of the wiring could go under that platform.

Mayor Oliver asked what the total cost would be since he removed two speakers.

Mr. Johnson stated that the speakers were \$157 each, and would drop that cost by a little over \$300.

Mayor Oliver asked what the total price would be.

Mr. Johnson stated that go back and add it all up.

Mr. Barlow stated that he originally had two bids.

Councilmember Overby stated that the one he just talked about was the one in the middle.

Mr. Johnson stated that he would suggest that they do the wired microphones with some wireless. Mr. Johnson stated that he would do wired microphones for the platform and wireless for other situations.

Town Manager Barlow stated that one quote was in the \$16,000 range, and the other was about \$11,000.

Mr. Johnson stated that there was also a quote for \$20,000 for all wireless.

Mayor Oliver asked if the quote for \$11,872 included the speakers.

Mr. Johnson stated that it did not include speakers. He said that was a third suggestion.

Mayor Oliver stated that gets them to about 12,400 or so.

Mr. Johnson stated that was correct.

Mayor Oliver asked if there was a trial period for the system to see if it meets their needs.

Mr. Johnson stated that they did not have a return policy, but could provide some microphones with a similar console, and a couple of speakers on a stand for.

Council agreed for Mr. Johnson to provide a sound system trial at either the April 12, 2016 or May 10, 2016 Council meeting.

**PRESENTATION BY  
PERFORMANCE  
MANAGEMENT  
SYSTEM CONTRACTOR  
- SPRINGSTED:**

Mr. John Anzivino, Senior Vice President of Springsted, Inc., stated that they have been in business for over 70 years, and its corporate office was located in St. Paul, Minnesota. Mr. Anzivino stated he was out of the Richmond office. He said that Springsted was a human resources and organizational management firm, as well as a public financial advisory services firm. Mr. Anzivino stated that the people at Springsted mostly have worked in local government. He said that the work that Springsted would be doing was through an agreement with the North Carolina League of Municipalities.

Mr. Anzivino reviewed the following presentation with Town Council and staff.

Public Sector Advisors



Town of Selma, North Carolina

Presentation to the Town Council  
Performance Evaluation System

John Anzivino, Senior Vice President

March 31, 2016

## Performance Management and Evaluation

- Introduction
  - The system will assist the Town, its supervisors and employees in:
    - Evaluating job effectiveness
    - Professional development
    - Achieving established Council, supervisory and employee goals and objectives
    - Strengthening the relationship between management and employees

## Performance Evaluations

- The Purpose for Performance Evaluations
  - Assess employee job skills and performance
  - Provide information to enhance or improve job skills and performance to the employee
  - Provides for communication between management and employees

## Performance Evaluations

- The Purpose for Performance Evaluations (*cont.*)
  - Provides the opportunity to intervene and minimize problem situations
  - Provides the opportunity for recognition of employees for performance which is above established standards
  - Supervisors and employees establish goals for the next evaluation period

## Performance Evaluations

- Benefits of Performance Evaluations
  - Employees want to know “how they are doing”
  - Employees need to know when improvement is needed
  - Supervisors and employees gain understanding of the jobs to be done and how they are to be accomplished
  - Supervisors and employees gain an understanding of individual employee strengths and weaknesses
  - Organizational problems and employee relations issues are identified

## Performance Evaluations

- Training for Supervisors and Employees in the Procedure
  - Key Points – The Supervisor and Employee Should:
    - Take time to thoroughly prepare for the evaluation
    - Be involved in the process
    - Prepare suggestions for goals for the next evaluation period
    - Give specific examples of performance success and failures
    - Sign and date the evaluation

## Performance Evaluations – Goal Setting

- Guidelines for Establishing Goals
  - Goals should be focused on:
    - The job, department or organization
    - The type of work the employee is performing
    - Achievable and measurable outcomes
    - Challenging the employee to perform at a higher level
    - Enabling the employee to build on his/her strengths
    - Assisting the employee in correcting weaknesses
    - The mission of the Town and appropriate department
    - Improving the level of service the employee and the Town provides

## Evaluation Timing

- Evaluations and communication should be ongoing throughout the year
- Formal evaluations between the employee and supervisor take place on a 'rolling' (anniversary date) basis
- The Human Resource's office will send out a reminder and the evaluation tool in advance of the established deadline
- Funding for the program is contingent upon availability of funds and approval by the governing body

## Performance Management and Evaluation

- Evaluation Categories
  - Essential job duties and responsibilities
  - Customer service
  - Supervision (supervisory personnel only)
  - Other performance factors
  - Mutually established goals

## Potential Increases in Compensation

PERFORMANCE RATING	PERFORMANCE BASED INCREASE
3.50 – 4.00	3%
3.00 – 3.49	2%
2.50 – 2.99	1%
2.00 – 2.49	0%
< 2.0%	0%

## Performance Evaluations and Quality Control

- Completed employee evaluations are submitted to the Director of Human Resources for review
- Checks are performed on adherence to process, quality of content and departmental trends
- The Director of Human Resources reports to the Manager annually on the program and identifies any additional training required to ensure the integrity of the process



Councilmember Overby asked if a person does not meet the performance that they need to be meeting, there was nothing in here that stated they would be talked to or asked to improve it.

Mr. Anzivino stated that as the supervisors and employees have those conversations, there should not be any surprise to the employee when they come down for their evaluation that they had a good or bad year. He said that should be an ongoing dialogue, and they encourage through the training process that both the employee and the supervisor have those discussions on a very frequent basis.

Mayor Oliver asked if they had thought through a timeline.

Mr. Anzivino stated that they were ready to move into training for the employees right away. He said that he had a conversation with Mr. Barlow about putting funds in the fiscal year 2017 Budget. Mr. Anzivino stated that they would be ready to go on July 1, 2016, because there might be some employees with an anniversary date in July.

Mr. Anzivino stated that they have developed the forms. He said that all that needs doing now is set a date for training. Mr. Anzivino recommended setting the date four to six weeks ahead of implementation.

Councilmember Overby asked where an employee would go if they did not like their evaluation.

Mr. Anzivino stated that the appeals process was noted in the practices. He said that they would have to work through that with staff. Mr. Anzivino stated that typically that would go up to Human Resources, and the possibly to the Town Manager depending on the outcome.

**POLICE BODY CAMERA  
POLICY:**

Mayor Oliver stated that the next item of discussion was the body camera policy by the Police Department. She said that a few of the Police Officers have personally purchased body camera for their use. Mayor Oliver stated that the question to Town Council was that they were aware and okay with using the body camera. Mayor Oliver stated that if Council was okay with the use of body cameras that a policy be developed. She said that they were not present tonight to develop the policy, but be sure there is support for body cameras.

Councilmembers Overby and Petersen voiced support of the use of body cameras.

Mayor Oliver stated that the policy would get into privacy issues, and who could view the tape. She said that staff could work through developing a policy to present at an upcoming Council meeting.

Town Manager Barlow recommended that a policy be developed first before investing money in purchasing the body cameras. He said that the guidelines would be in place to protect the Town and Police Officer. Mr. Barlow stated that Police Chief Cooper had been studying the issue lately.

Chief Cooper stated that three of his officers in the last few months took it upon themselves to purchased their own body cameras without going through him. He said that there were a lot of questions that comes with the cameras. Chief Cooper stated that a lot of money goes in behind it; not just purchasing the cameras, but there was storage, time to download data, burning the data for court, etc.

Chief Cooper stated that in the near future that was something he was going to address with Council and Town Manager. He said that he would not be adding a position at the Police Department, but a position that they have now, which is a front Desk Attendant, who will be retiring in a year or two. Chief Cooper stated that he wanted to put a Police Officer in that position, and one of his/her duties would be part of that.

Chief Cooper stated that they were trying to keep the Town of Selma safe by putting a policy in place if they were going to continue to let the three officers that have purchased a body camera to continue to wear them. He said that sometime in the future, there could possibly be grant funds available to purchase the equipment.

Police Captain Billy Thomas stated that the North Carolina General Assembly met in April 2015 and discussed House Bill #713. He reviewed House Bill #713 with Town Council.

Mayor Oliver asked what would be a reasonable time frame to expect a draft policy to come before Council.

Chief Cooper stated that they were currently working on a draft policy. He said that they wanted to include in that policy in-car camera usage and should have something by the May meeting.

Captain Thomas stated there were three implementation keys, which included a policy decision, which needs to be workable and legal; the launch, and that is the existing officer that they have are using it; and evaluate and re-access the performance of it. He said that it has been very helpful, because of what they were dealing with.

Councilmember Overby stated that he knew that it was very important to maintain those videos. He asked if the process on how they were going to store the information would be included.

Captain Thomas stated that retention time was a key. He said that there were situations that they have to address.

Councilmember Overby asked if it would be maintained on a computer.

Captain Thomas stated that it would.

Chief Cooper stated that eventually when they go all the way across the board, they would have to get VC3 involved.

Town Manager Barlow stated that data storage was an enormous cost. He said that the state has its Records Retention Laws.

Chief Cooper stated that it was going to be an ever changing thing.

Councilmember Overby stated that he wanted to make sure we cover ourselves.

Councilmember Overby asked when would you turn on the camera, and when would you turn it off.

Chief Cooper stated all that is in the policies that they have looked at. He said that would be stated in the policy that they would get a draft copy of.

Councilmember Petersen asked how much do the cameras run.

Chief Cooper stated that it depended on the quality. He said that the Town of Knightdale just purchased some that were \$900 each.

Chief Cooper stated that the cameras were not a silver bullet. He said they do not capture everything that is seen or everything that is said. Chief Cooper stated that it was just part of the investigation process.

**ADJOURNMENT:**

With no further business, a motion was made by Councilmember William Overby and seconded by Mayor Pro-Tem Jackie Lacy to adjourn. Motion carried unanimously.

The meeting adjourned at 7:19 p.m.

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BRENDA W. THORNE, Deputy Clerk