

VALENCIA COUNTY BOARD OF COMMISSIONERS

Special Meeting

October 14, 2003

PRESENT	ABSENT
Gary Daves, Chairman	
Paul Edward Trujillo, Vice-Chairman	
Aurelio H. Padilla, Member	
Alicia Aguilar, Member	
Mary J. Andersen, Member	
James Fernandez, County Manager	
Thomas Garde, County Attorney	
Tina Gallegos, County Clerk	
Press and Public	

Chairman Gary Daves called the Meeting to order at 10:05 AM.

Chairman Daves asked Bill Brown to lead the Pledge of Allegiance.

Approval of Agenda

Tina Gallegos, County Clerk read the agenda. Commissioner Trujillo made a motion to approve the agenda. Seconded by Commissioner Padilla. Discussion. Commissioner Aguilar voted yes. Commissioner Trujillo voted yes. Commissioner Padilla voted yes. Commissioner Andersen voted yes. Motion carried. 4-0

Executive Session – Personnel Matters

Commissioner Padilla made a motion to enter into executive session. Seconded by Commissioner Trujillo. Discussion. Commissioner Aguilar voted yes. Commissioner Trujillo voted yes. Commissioner Padilla voted yes. Commissioner Andersen voted yes. Motion carried. 4-0.

Commissioner Trujillo made a motion to enter into regular session. Seconded by Commissioner Padilla. Discussion. Commissioner Aguilar voted yes. Commissioner Trujillo voted yes. Commissioner Padilla voted yes. Commissioner Andersen voted yes. Motion carried. 4-0.

Mr. Fernandez reported that several potential candidate names were discussed for the position of County Manager. No action taken.

The individual who serves at the El Cerro Center Security was discussed. No action taken.

Commissioner Trujillo made a motion as to the above reports as presented by Mr. Fernandez as to what was discussed in executive session. Commissioner Andersen stated also in executive session we discussed that the business/fiscal manager position be re-advertised. Commissioner Trujillo said his motion would expand to Commissioner Andersen’s statement. Seconded by Commissioner Padilla. Discussion. Commissioner Aguilar voted yes. Commissioner Trujillo voted yes. Commissioner Padilla voted yes. Commissioner Andersen voted yes. Motion carried. 4-0.

ACTION ITEMS:

- Discussion & Consideration Employment – County Manager**
- Discussion & Consideration Employment – Business/Fiscal Manager**

Mr. Fernandez said the job description for the business/fiscal manager was revised and also in the Commission’s packets is the position specifications for the County Manager. Commissioner Andersen commented that she would like to see us ask for a graduate degree in public administration or some sort of graduate degree. It is very possible to get a degree in business without much experience in accounting or financing or cost analysis. We need to be very specific about the accounting needs that a manager must have. Commissioner Andersen said she would like to see this amended so that we would ask for a graduate degree either in business or public administration. The tasks that face this County in the future require as many skills as we can get.

Discussion ensued on whether the position specifications should read bachelors, master’s degree or graduate work in a closely related field.

Bill Brown commented on the specifications of the County Manager and Business/Fiscal Manager stating the Commission needs to require a master’s degree in public administration. Mr. Brown said that the level of education would provide the level of professionalism that would produce the results that we need to move this county forward.

Carol Anaya, Human Resources Manager said this Commission needs to keep an open mind because it doesn’t matter how many degrees a person has if the experience is not there. If the person does not have government experience the staff will have to carry them.

Commissioner Padilla said he felt like Ms. Anaya that experience is very important but he thought the educational requirement should be a bachelor's or master's degree and having three years experience is important.

Commissioner Andersen said she has seen in ads to where substantial experience can substitute for the advanced degrees but her suggestion is that three years in county or state government is not enough and would like to see that raised to five years.

Commissioner Trujillo said you can have someone with only three years experience and who is highly successful within those three years or someone with ten or more year's experience who has not been successful but he would rather have the broader field of applicants come in and allow us the discretion of choosing. So he would prefer not raising that limit to five years.

Commissioner Andersen said then can we insert the words at least three years. Chairman Daves said before we start inserting words as Mr. Brown said experience might be a trade off to offset the requirement. So a master's in public administration would be desirable but as he said a trade-off experience is acceptable. Chairman Daves said regarding the salary range and how to advertise it. It would be negotiable with regard to experience.

Mr. Fernandez said it was highly unlikely they would get anyone from outside the state at the current salary range capping at \$68,000. It is the first thing a person is going to look at if they are going to relocate. Mr. Fernandez suggested the salary range between \$68,000 and \$80,000. Sandoval County, which is a similar size to Valencia County, is paying \$110,000 and Bernalillo County is paying \$120,000 and Dona Ana and Santa Fe County are paying \$90,000 range.

Commissioner Andersen said we are faced with the aspect that we may have to raise the salary to attract qualified people and we are going to have to bite the bullet to pay out a higher salary.

Mr. Fernandez said there are services that can be required to screen applicants in terms of advertisements and size of county that we can use to help in the search process. Chairman Daves said he was not inclined to use that type of search process but we could use it to see what is best for a salary range.

Commission directed staff administration to present a revised job description at the next meeting on Tuesday, October 21, 2003 for approval. Commission asked Mr. Fernandez to provide a list of potential interim managers for possible approval.

Commissioner Trujillo said with regards to the criteria for the interim manager he visualized it would be somewhat different and would like to see substantial experience and not necessary the same preferences as academic qualifications because we are going to need someone to come in and hit the ground running. But for the permanent position the person may not be have as much experience but they can give us the long-range leadership we will need.

Commissioner Andersen said the concept of using a community committee to screen the applicants and select the top five candidates she feels would be a good idea and hope we get a flood of applicants.

Commissioner Aguilar suggested the Commission set criteria and the staff to rate the candidates by checking off the criteria because she had been involved with a process like this and it worked back then and will work today.

Commissioner Trujillo disagreed having a citizens committee because the county manager is the key individual that this Commission hires and it is critical that the Commissioners be intimately involved in that selection.

Commissioner Andersen said the Commission needs to make a list of the attributes that we would like to have in the next County Manager and then in reviewing applications it would make the process review easier as to what each Commissioner is looking for.

The next Regular Meeting of the Valencia County Board of County Commission will be held on October 21, 2003 at 5:00 PM Executive Session and 6:00 PM Regular Session in the County Commission Room at the Valencia County Courthouse.

Adjournment

Commissioner Trujillo made a motion to adjourn. Seconded by Commissioner Andersen. Discussion. Commissioner Aguilar voted yes. Commissioner Trujillo voted yes. Commissioner Padilla voted yes. Commissioner Andersen voted yes. Motion carried. 4-0. Time adjourned at 11:45 AM.

<p>NOTE: All proposals, documents, items, etc., pertaining to items on the agenda of the, Meeting (presented to the Board of County Commissioners) are attached in consecutive order as stated in these minutes.</p>

VALENCIA COUNTY BOARD OF COMMISSIONERS

**ss/
GARY DAVES, CHAIRMAN**

**ss/
PAUL EDWARD TRUJILLO, VICE-CHAIRMAN**

**ss/
AURELIO H. PADILLA, MEMBER**

**ss/
ALICIA AGUILAR, MEMBER**

**ss/
MARY J. ANDERSEN, MEMBER**

ATTEST: ss/

TINA GALLEGOS, COUNTY CLERK

DATE: November 5, 2003