

September 3, 2013
Agenda
3:30 P.M. Business Meeting
Valencia County Commission
Chambers
444 Luna Avenue
Los Lunas, NM 87031

Board of County Commissioners
Charles D. Eaton, Chair District IV
Alicia Aguilar, Vice-Chair District II
Mary Andersen District I
Lawrence R. Romero District III
Jhonathan Aragon District V

PLEASE SILENCE ALL ELECTRONIC DEVICES.

- 1) Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda

A handwritten signature, likely of Charles D. Eaton, the Chair of the Board of County Commissioners.

DISCUSSION (Non-Action) Item(s)

- 4) Qualification and Selection Process for County Manager. *BOCC*

PUBLIC COMMENT:

Please sign up on the sheet located just outside the Commission chambers. The Board will allow each member of the public wishing to address the Board a full and complete opportunity to address the Commission.

NEXT COMMISSION MEETING:

- ♦ September 4, 2013 – Business Meeting 5:00 P.M.
Valencia County Commission Chambers 444 Luna Ave. LL, NM

ADJOURN

B: 76 P: 513



VALENCIA COUNTY BOARD OF COMMISSIONERS
BUSINESS MEETING
SEPTEMBER 3, 2013

PRESENT	
Charles Eaton, Chairman	
Alicia Aguilar, Vice-Chair	Absent
Lawrence R. Romero, Member	
Jhonathan Aragon, Member	
Mary J. Andersen, Member	
Bruce Swingle, County Manager	
Adren Nance & Dave Pato, County Attorneys	
Peggy Carabajal, County Clerk	
Press and Public	

- 1) The meeting was called to order by Chairman Eaton at 3:35 P.M.
- 2) Dan Zolnier led the Pledge of Allegiance.
- 3) Approval of Agenda
Commissioner Aragon moved for approval. Seconded by Commissioner Romero. Motion passed 3-0. Commissioner Aguilar and Commissioner Andersen were absent for the vote.

DISCUSSION (NON-ACTION) ITEM(S):

4) Qualification and Selection Process for County Manager. *BOCC*
Mr. Swingle stated that a recent revision was done on the County Manager’s job description. The revision was made on the second page of the job description under minimum education and experience requirements; on the second bullet the wording “executive management in government” was added. A series of questions have been developed for the interview process that is strictly related to hiring a professional manager. There are a total of fifteen questions for the interview process; an assessment center will be set up where the candidate will answer two questions. One question is dealing with the finances and revenues of the county and what the candidate would consider to be a comprehensive approach, the second question deals with illegal dumping and abatement issues within the county. Chairman Eaton asked HR Director Dan Zolnier how broad the job advertisement went in the last search for a County Manager. Mr. Zolnier replied that it went into the Albuquerque Journal, the local newspaper, the NMAC website, the county website and possibly onto Career Builders.
Commissioner Andersen arrived at the meeting.
Commissioner Andersen sincerely recommended that the interview questions should be kept by Mr. Zolnier and the initial screening team and not be made public. The interview process should be exceedingly fair to all applicants. Mr. Swingle stated that the HR department is now ready to start the job advertisement process. Commissioner Andersen asked who would be doing the initial screening of the applications. Mr. Zolnier replied that he would be the one to screen the applications and remove the ones that don’t even remotely qualify, he would then share the balance of the applications with the committee and if requested share the rejected applicants as well. Commissioner Andersen asked if the interview team would be all five commissioners. Mr. Zolnier replied it would be up to the commissioners if they wanted to participate in the selection committee. Commissioner Andersen suggested that she would also like Mr. Zolnier and at least one of the gentlemen from legal counsel be present on the committee as well. Chairman Eaton believes that all of the commissioners would like to be involved in the selection process of a new County Manager. Commissioner Andersen stated that she believes it’s important that all are included because they need to find someone whom they can rely on and trust and we won’t know that if we are not part of the interview process. Commissioner Andersen and Chairman Eaton expressed their thanks to Mr. Swingle for the work he has accomplished here in the county. Chairman Eaton went on to say that he believes the Mr. Swingle established a relationship that has been long needed between county administration and the employees of the county.

PUBLIC COMMENT:
Norbert Schueller- Mr. Schuller asked if the final interviews with the final candidates will be open to the public.

Minutes of September 3, 2013 Business Meeting

Jim Ricky- Mr. Ricky commented that Mr. Swingle and his staff have done an impressive job; his concern is that when the committee is considering candidates if the chosen person is a local person and is determined to have connections to one or more of the commissioners. The candidate should not in the public's mind be associated to any of the commissioners, because he and a lot of other people would be very suspicious if that did happen.

NEXT COMMISSION MEETING:

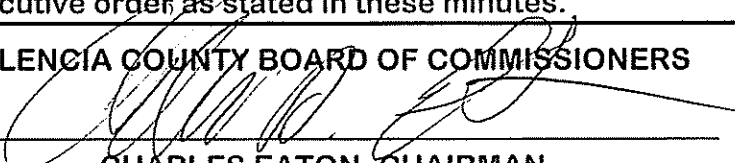
The next Regular Meeting of the Valencia County Board of County Commission will be held on September 4, 2013 at 5:00 P.M. Meeting in the County Commission Room at the Valencia County Courthouse.

11) Adjournment

Commissioner Aragon moved for adjournment. Seconded by Commissioner Romero. Motion carried unanimously. **TIME: 4:13 P.M.**

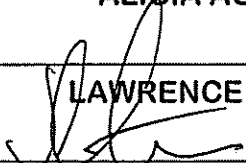
NOTE: All proposals, documents, items, etc., pertaining to items on the agenda of the September 3, 2013 Business Meeting (presented to the Board of County Commissioners) are attached in consecutive order as stated in these minutes.

VALENCIA COUNTY BOARD OF COMMISSIONERS



CHARLES EATON, CHAIRMAN

ALICIA AGUILAR, VICE-CHAIR



LAWRENCE R. ROMERO, MEMBER

JHONATHAN ARAGON, MEMBER

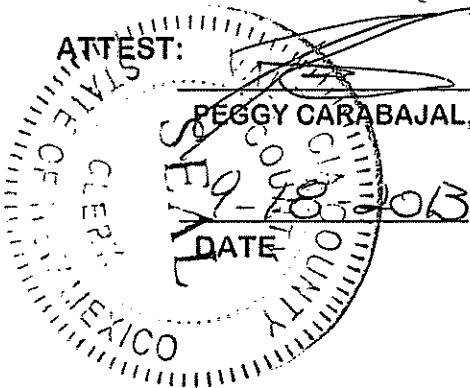


MARY J. ANDERSEN, MEMBER

ATTEST:



PEGGY CARABAJAL, COUNTY CLERK



B: 76 P: 515

