

1                                   MINUTES OF THE SPECIAL WORKSHOP MEETING  
2                                   OF THE EMERALD ISLE BOARD OF COMMISSIONERS  
3                                   MONDAY, DECEMBER 5, 2005  
4                                   4:00 PM – EMERALD ISLE TOWN HALL  
5

6 The special workshop meeting of the Emerald Isle Board of Commissioners was  
7 called to order by Mayor Art Schools at 4:20 pm.

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9 Present for the meeting: Mayor Art Schools, Commissioners Pete Allen, and  
10 Floyd Messer.

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12 A quorum was not present at the beginning of the special workshop meeting.  
13 The presentation was therefore provided for educational / informational purposes  
14 only.

15  
16 (Commissioner Hedreen arrived at 4:50 pm – constituting a quorum at that time).  
17

18 Absent for the meeting: Commissioner Robert Isenhour, and Commissioner  
19 John Wootten.  
20

21 Others present: Frank Rush Town Manager, Rhonda Ferebee Town Clerk.  
22

23 Also present: Rebecca Veazey, President, The MAPS Group.  
24

25 **PRESENTATION – CLASSIFICATION AND PAY STUDY / NEW PERSONNEL**  
26 **POLICY**  
27

28 Town Manager Rush provided initial statements concerning the proposed  
29 Classification and Pay Study / New Personnel Policy. Mr. Rush stated that he  
30 viewed this as the first step in a two-step process, first to get a more formal pay  
31 and classification system for the Town, and then second to work toward a merit /  
32 performance evaluation system for all employees in the future.  
33

34 Town Manager Rush introduced Ms. Rebecca Veazey, President, The MAPS  
35 Group. Ms. Veazey discussed the process and methodology used for this study.  
36 Ms. Veazey walked those present through the project which included the  
37 preparation of job description questionnaires by all employees, on-the-job  
38 interviews with employees, supervisors, and manager concerning job  
39 responsibilities, and recommendations of a salary schedule for Town positions.  
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As noted in the cover letter of the booklets provided by Ms. Veazey, the study documents the following:

- organization charts reflecting recommended titles;
- narrative report summary by department of all positions;
- an analysis of benefits data;
- allocation of classes to salary grades;
- identification of FLSA status;
- personnel policy and benefits recommendations; and
- class specifications for each proposed class.

Commissioner Hedreen arrived during Ms. Veazey's presentation at 4:50 pm.

Following the presentation, Ms Veazey and Town Manager Rush discussed and answered questions posed by the Board.

Mr. Rush noted that he would include this item for discussion and possible adoption by the Board at their regular Board Meeting the following Tuesday, December 13, 2005.

***Motion was made by Commission Messer to adjourn the meeting. Meeting adjourned at 6:25 pm.***

Respectfully submitted:

Rhonda C. Ferebee  
Town Clerk