

Van Alstyne Community Development Corporation
MINUTES – SPECIAL CALLED Board Meeting
228 East Marshall

Thursday, April 27, 2017 @ 6:30 p.m.

**A QUORUM OF THE CITY COUNCIL MEMBERS MAY OR MAY NOT BE PRESENT.
NO ACTION OF THE CITY COUNCIL WILL BE TAKEN AT THIS MEETING.**

1. **Call to order-Recognition of Guest(s):** President Collin Flynn called the meeting to order at 6:32 p.m.

Present: Collin Flynn, Robert Lewis, Wayne Womack, Chris Dorak, Emily Freeman, Mark Rock and Jan Walker

Absent: Robert Jaska

Guest(s): None

2. **Recessed into closed session; Executive Session:** The CDC Board entered into Executive Session at 6:35 P.M.

a. Section 551.074. Discuss the appointment, employment, evaluation, reassignment of duties, discipline, or dismissal of or to hear a complaint against a public officer or employee: CDC Director and Administrative Assistant

3. **Discuss/Action: Reconvene into open session and discuss and take any action necessary on the topics listed for Executive Session.** The board reconvened into open session at 7:11 P.M.

Wayne Womack passed out packets including two resumes that had been received at City Hall. The packets include the application form that each person would have to fill out after their resume had been reviewed and considered potential employees. The packet also included forms that need to be filled out and processed after an applicant has been selected (i.e. EEO Data, Background Check, etc). The Board discussed how to process the resumes and receive applications for the interested parties. It was determined that the resumes received would be locked in the office until the meeting/interview with the applicant.

A motion to call the current applicants and invite them to come by the office to fill out an application was made by Emily Freeman with a second made by Robert Lewis. The motion carried. Wayne Womack agreed to call the applicants and set up a time to meet them to complete the application.

Further discussion regarding the employee hiring process continued with an agreement that the CDC Director would set the hours for the administrative assistant. Also, Jan Walker was asked to contact the VA Police Department and City Hall inquiring on how they process a background check.

It was determined that a special called meeting for Thursday, May 4, 2017, would be needed to review the current applications and make plans for the interview process. Chris Dorak made a motion to approve this process with a second motion from Wayne Womack and the motion carried.

4. **Discuss/Action: Review job duties performed by temporary Administrative Coordinator to include working files & discuss possibility of Jan Walker working thru May 5th:** Jan Walker explained that she had reconciled the bank statement from January thru March, contacted TWC with job announcements and paid invoices; but was unable to locate any correspondence that stated the agreement from Palladium, O'Reilly Auto Part, and Grayson College regarding their contribution to the brochure. It was decided that a brochure should be mailed to each of the businesses with a letter suggesting they make a donation to cover their "advertisement" benefit. It was approved by the board that Jan Walker would work thru May 5th with the understanding that she would not be working on Monday, May 1st.
5. **Discuss/Action: How to handle Administrative Assistant duties during the interim of hiring a Director or Administrative Assistant:** Jan Walker agreed to assist the CDC with bank reconciliation and pay invoices until an admin assistant is hired unless she is elected to City Council on May 6th. Wayne Womack stated that he would look into a file retention process that would best suit the CDC. Collin Flynn suggested that most of the files could be saved to Cloud, or a similar computer program, if retention is required for more than one year. Chris Dorak discussed that the History Museum might be interested in some of the older files.

Desk and phone needs were discussed for a new employee and Chris Dorak agreed to look into getting a desk top and a lap top through HP.
6. **Comments by the President, Mayor and City Manager:** Collin Flynn thanked everyone for their willingness to spend these extended hours to complete this arduous task.
7. **Adjourn:** Mark Rock made a motion to adjourn and a second was made by Robert Lewis. With unanimous approval the meeting adjourned at 7:56 PM.

Minutes respectfully submitted by Jan Walker, April 28, 2017