

Personnel Committee Meeting

July 23, 2026

11:30 AM

W.H. Mull Building, Board Room

Committee

Members: Al Whitesides, Chair, Jackie Bryson Allan Tarleton, Chris Pelly, Gwen Wisler

Minutes: Brooke Ledford

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| 1. | Call Meeting to Order | Al Whitesides, Chair |
| 2. | Inquiry as to Conflict of Interest | Whitesides |
| 3. | Approval of June Committee minutes | Whitesides |
| 4. | GM Recruitment - Review Process & Timeline | Swing
Developmental Associates |
| 5. | Other | Whitesides |
| 6. | Adjourn | Whitesides |

PERSONNEL COMMITTEE MEETING

June 4, 2026

9:00 a.m.

1. Call to Order

Jackie Bryson called the meeting to order at 9:00 AM. Board members attending: Jackie Bryson, Chair, Alan Tarleton, Al Whitesides, Chris Pelly, and Jerry VeHaun. MSD staff members attending: Derrick Swing. Legal Council: Susan Russo Klein.

2. Inquiry as to Conflict of Interest

Mrs. Bryson inquired but there were none noted at this time.

3. Approval of Minutes

Mrs. Bryson requested approval of the April Personnel Committee Meeting Minutes. Mr. Whitesides moved to approve, and Mr. Tarleton seconded the motion to approve the Minutes. The motion was approved unanimously.

4. GM Recruitment- Review & Recommendation

Mr. Swing explained that during the February Personnel Committee Meeting, the Board decided to use a third-party recruitment vendor to conduct a nationwide search to select the District's next General Manager.

Mr. Swing stated that during the February Personnel Committee Meeting, the goals for the GM recruitment were established:

- Maintain MSD's unique organizational culture to ensure continuity and stability.
- Someone with industry knowledge and leadership skills to lead MSD into the next chapter.
- Someone who can provide strategic direction and continue MSD's positive trajectory.
- Implement a phased transition and onboarding to allow for knowledge transfer and the opportunity to connect with the team.

Mr. Swing presented the Board with three proposals. Mr. Swing explained that he used three factors in requesting a proposal from third-party vendors. These three factors included Local Government recruitment experience, North Carolina recruitment experience, and Utilities related recruitment experience. All three vendors presented had experience with all three factors.

Mr. Swing explained that his recommendation of Developmental Associates was based on their use of Emotional Intelligence Inventory (EQi 2.0) Assessments and their use of assessment centers which rate the applicant's skills related to exercises such as presentation skills, writing project plans, facilitating meetings, role play, and resolving HR Issues. These items add value to the process by providing more information on candidates.

Mr. Swing discussed with members of the committee the definition of EQi; the number of final candidates that the Board might assess; the degree of experience and expertise that Developmental Associates has with local government in NC; other recent similar

recruitments conducted by Developmental Associates; the role that staff would have in the process; individual Board members previous positive experiences with Developmental Associates.

Mr. Swing explained that if Developmental Associates was approved, the next step would be for them to come on site and meet with the Board. Mrs. Russo Klein explained at that point the Board could determine the details of the process and what they wanted to include.

5. Motion:

Alan Tarleton made a motion to approve Developmental Associates as the third-party vendor for the GM search. Al Whitesides seconded the motion. The motion was approved unanimously.

Discussion was had regarding the involvement of the full Board. Alan Tarleton made a motion to recommend Developmental Associates to the MSD Board and Al Whitesides seconded the motion. The Personnel Committee approved the motion unanimously.

Further discussion was had regarding the GM recruitment search process. Mr. Swing proposed a follow-up meeting to allow the Personnel Committee to meet with the vendor and to establish the timeline to complete the recruitment process. Mrs. Russo Klein discussed the timeline and explained that the Personnel Committee will provide the Board with a recommendation to use the Developmental Associates at the next meeting and then should plan to report updates to the Board as the process is implemented.

6. Adjourn

Mrs. Bryson asked the committee if there was any further business. With no further business, Mrs. Bryson adjourned at 9:38AM.

Metropolitan Sewerage District of Buncombe County

PERSONNEL COMMITTEE - ITEM FOUR

Meeting Date: July 23, 2026

Submitted By: Derrick Swing, SHRM-SCP, Human Resources Director

Subject: General Manager Recruitment – Process & Timeline

Background

The District has contracted with Developmental Associates LLC to conduct the recruitment for the General Manager position.

Current Actions

Representatives from Developmental Associates will share a draft timeline and discuss the process for the General Manager recruitment and gather feedback.