



July 17, 2018

## MINUTES

The Holly Springs Town Council met in special session on Tuesday, July 17, 2018 in the Executive Conference Room (2<sup>nd</sup> floor) of Holly Springs Town Hall, 128 S. Main Street. Mayor Sears presided, calling the meeting to order at 5 p.m.

**Council Members Present:** Mayor Sears, Councilmen Dan Berry, Tom O'Brien and Peter Villadsen and Councilwomen Cheri Lee and Christine Kelly.

**Staff Members Present:** Erika Phillips, Human Resources Director; John Schifano, town attorney; Joni Powell, town clerk (recording the minutes); Daniel Weeks, interim town manager; Mary Hogan, finance director; and Patty Dressen, senior accountant.

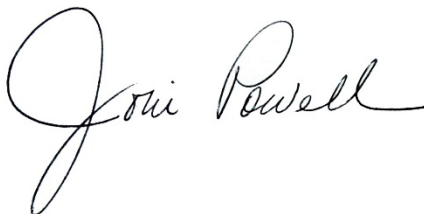
**Staff Assessment Forms --** The purpose of this special meeting was for the Council to review and evaluate the forms it will use to conduct performance appraisals of the Town Clerk and Town Attorney on Aug. 21. The Council also wanted to establish the procedure and schedule it would follow going forward for future staff evaluations.

Council members suggested edits for the evaluation forms and directed that the forms be distributed in time for the Town Clerk and Town Attorney to fill out their own forms and turn them in on Aug. 7. The Council will have a special meeting on Aug. 14 to go over their individual assessments, and then the performance evaluations for the Town Clerk and the Town Attorney will be conducted Aug. 21.

Going forward, the Council will follow the same procedure each January.

**Adjournment:** There being no further business for the July 7, 2018 special meeting of the Holly Springs Town Council, it was adjourned.

Respectfully Submitted on Tuesday, Aug. 7, 2018.

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