

# Personnel Committee Meeting

June 4, 2026

9:00 AM

W.H. Mull Building, Board Room

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## Committee

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

**Minutes:** Brooke Ledford

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| 1. | Call Meeting to Order                    | Jackie Bryson, Chair |
| 2. | Inquiry as to Conflict of Interest       | Bryson               |
| 3. | Approval of April Committee minutes      | Bryson               |
| 4. | GM Recruitment - Review & Recommendation | Swing                |
| 5. | Other                                    | Bryson               |
| 6. | Adjourn                                  | Bryson               |

# PERSONNEL COMMITTEE MEETING

April 21, 2026

9:00 a.m.

## 1. Call to Order

Jackie Bryson called the meeting to order at 9:02 AM. Board members attending: Jackie Bryson, Chair, Alan Tarleton, Al Whitesides, and Jerry VeHaun. MSD staff members attending: Tom Hartye, Scott Powell, Derrick Swing, Angela Lewis, and Brooke Ledford. 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 February Personnel Committee Meeting Minutes. Mr. Whitesides moved to approve, and Mrs. Bryson seconded the motion to approve the Minutes. The motion was approved unanimously.

## 4. Human Resource Activities

Mr. Swing gave a presentation to the committee members highlighting employee events held in 2025.

Events included the following:

- Employee Picnic- named employees of the year and presented service awards.
- Holiday Luncheons
- 6 Retirement Celebrations

Mr. Swing reported to the Committee on ongoing Community Outreach:

- Meals on Wheels
- United Way Day of Caring

## 5. Consideration of Self-Insured Health Plan & Pay Adjustments

Mr. Swing presented staff statistics:

- Average employee age is 45.
- The average year of service is 11.
- Current Full-time employees 149.
- The turnover rate is 8% total with 4% contributed to retirements and 4% resignations.

Mr. Swing discussed initiatives MSD offers to assist with employee health and well-being:

- In-house PA one day a week free of charge to employees

- Advent Advantage meetings. A nurse comes on site to provide educational information for chronic conditions.
- Required physicals and flu shots.
- Workout & weight rooms and healthy activities.

In addition, Mr. Swing explained that HR is looking into new wellness initiatives and hopes to roll out some new ideas as the year progresses.

Mr. Swing presented the projected health care cost for MSD:

- Medical & drug cost inflation trend for the south region
  - Medical had a 7-9% increase
  - Drug had aa 11-16% increase
  - Proposed increase 0%

Mr. Swing referred to Attachment 1, which showed the projected health care cost for MSD. This includes medical, dental, and drug costs since FY 2018 and projected costs for FY 2027. MSD costs are projected to increase by 7.5%. MSD will absorb this cost. No additional increase to employee contributions or District funding is being requested at this time.

### **Salary Information**

Mr. Swing presented a slide that showed the past 11 years of the Consumer Price Index (CPI) for the South Urban Region.

Mr. Swing also presented the Personnel Committee with a chart, referenced as attachment #2, that showed the projected increase in other municipalities, and the private sector. This information is based upon conversations with respective managers, which have not yet been approved.

In summary, staff is recommending that the Board:

Grant a 3.0% wage adjustment (COLA), 0% increase for the Self-Insured Medical Plan, and 5.5% increase in **State required** contributions for the NC Retirement Plan. (An increase is planned for the Retirement Plan every year until the desired level of funding is achieved.)

Mr. Tarleton questioned how long the District has been self-insured and if being self-insured had offered savings.

Mr. Powell stated that the District has been self-insured since before he began working at it and Mr. Hartye stated the District had been self-insured for at least 28 years. Mr. Hartye discussed historical information related to the District's self-insured plan and explained how wellness initiatives have positively impacted costs associated with the plan. Mr. Powell explained the excess coverage policy and explained that the reason for the District's 0% increase to the Self-Insured Health Plan is due in part to the reserve funds that the District has.

**6. Motion:**

The Chairwoman called for a motion to approve the staff's recommendations.

A motion was made by Alan Tarlton to approve MSD staff's recommendations, and Al Whitesides seconded the motion. The motion was approved unanimously.

**7. GM Search:**

Mr. Swing gave the board a brief update related to the GM Executive Search. Proposals are being submitted and are being reviewed. Mr. Swing will schedule a meeting in the next few months to allow the Personnel Committee to review the proposals.

**8. Adjourn**

Mrs. Bryson asked the committee if there was any further business. Mr. Tarlton discussed the District's organizational charts and asked if the term "Rate Payers" could be reviewed. Discussion was had and it was determined that the matter could be reviewed with the Board.

With no further business, Mrs. Bryson adjourned at 9:27AM. No future meeting has been scheduled.

# Metropolitan Sewerage District of Buncombe County

## PERSONNEL COMMITTEE ACTION ITEM 4

**Meeting Date:** June 4, 2026  
**Submitted By:** Derrick Swing, SHRM-SCP, Human Resources Director  
**Subject:** General Manager Recruitment - Review & Recommendation

### Background

With the pending retirement of MSD General Manager Tom Hartye to occur in the Fall of 2027, the Human Resources department has been researching potential providers to conduct the recruitment. During the February 26<sup>th</sup>, 2026, Personnel Committee meeting, the committee recommended that MSD utilize a 3<sup>rd</sup> party provider specializing in executive recruitment to conduct a national search for the General Manager position.

### Current Actions

Human Resources has thoroughly reviewed the proposals of three independent 3<sup>rd</sup> party recruiting firms. Staff will review highlights of all three providers during the meeting. See "Attachment A" for details

### Recommendation:

Staff requests that the Personnel Committee approve the recommendation to contract with Developmental Associates, LLC to conduct the recruitment for the General Manager position with MSD. This recommendation is based on their extensive experience in executive search processes in NC and across the country; their experience in NC local government; their unique process utilizing skill-based assessments and psychological inventory testing; and their "hire with confidence" guarantee and local references.

COMMITTEE ACTION TAKEN	
Motion by:	To: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Second by:	<input type="checkbox"/> Table <input type="checkbox"/> Send back to staff
<input type="checkbox"/> Other:	

**ITEM 4: General Manager Recruitment – Review & Recommendation**

**ATTACHMENT A: Vendor Comparison**

	<b>Vendor A – Dev. Associates</b>	<b>Vendor B - Raftelis</b>	<b>Vendor C – Slavin Mgmt</b>
<b>Local Govt experience</b>	Yes	Yes	Yes
<b>NC experience</b>	Yes	Yes	Yes
<b>Utilities experience</b>	Yes	Yes	Yes
<b>Approach</b>	Three Goals: -Recruit high quality & diverse candidates -Multi-method screening approach -EQi testing & skills-based assessments	Goals: -Thorough needs assessment & position profile -candidate search & evaluation -Supporting the hire	Results oriented approach: Uses “critical path” search process; pursuing currently employed candidates; interactive & collaborative
<b>Assessment(s) utilized</b>	EQi 2.0 = Emotional Intelligence Inventory	N/A	N/A
<b>Preparation</b>	Stakeholder input & buy-in (Board & staff); build candidate success profile; review JD	Stakeholder input & buy-in (Board & staff); develop candidate profile	Stakeholder input & buy-in (Board & staff); develop position profile
<b>Process</b>			
- <b>Recruitment strategy</b>	Print & online ads; recruitment brochure; direct sourcing & networking candidates	Recruitment plan & brochure; develop 1 <sup>st</sup> year goals for position; outreach ads	Recruitment plan using networking of current database & professional org’s; targeted advertising
- <b>Review Candidates</b>	Apply through NEOGOV; structured screening guide; provide Board review of top candidates	Screen vs. profile; phone/video screening interviews	Review applicants against profile; provide top candidates to Board
- <b>Interview</b>	Board interviews top 2-3 candidates; questions developed from MSD specific factors and EQi results	Multi-step interview process w/ semi-final (virtual) and final (in person) rounds	Vendor interviews finalists for qualifications and “fit”; perform background checks and references

- <b>Exercises</b>	Presentation; writing project plans; facilitate meetings; role plays; resolving HR issues	Possible candidate presentations	Optional leadership style inventory
- <b>Decision Making</b>	Assessors of skill-based exercises report to Board; correlate results with EQi; facilitated by vendor; Board selects	Board selects based on final interviews	Board interviews up to 5 candidates to include comprehensive report; facilitated by vendor
- <b>Background check &amp; references</b>	Thorough reference checks and background investigation	Reference checks with 360-degree focus and background check	Background check and reference checks
<b>Post Selection Services</b>	Provide executive coaching to successful candidate and any unsuccessful internals	Assist in employment offer negotiation; Leadership Coaching for additional (\$10K)	After 30 days in role, works with Board to establish goals & performance criteria; additional follow up during 1 <sup>st</sup> year
<b>Successes</b>	Through 2025, 92.1% of over 300 chosen executives have stayed 5 years or more	Multiple utility related recruitments over last 5 years	More than 95% of placements have stayed for more than 5 years
<b>Proposed Timeline</b>	9 to 10 weeks	14 to 16 weeks	12 to 16 weeks
<b>Guarantee</b>	Guarantee 2 years of employment of successful candidate or provide all services again at no charge	N/A	Guarantee 2 years of employment or will redo search
<b>References</b>	Available	Available	Available
<b>Estimated Costs</b>	\$30,150	\$39,300	\$25,300

**Recommendation:**

Human Resources staff recommends contracting with Developmental Associates for the General Manager recruitment. This recommendation is based on:

- Thirty years with a proven track record with NC as the “home base”
- Substantial experience with NC, local government, and utility recruitments
- Use of skill-based assessments and EQi testing provides more objective information
- Streamlined yet collaborative process expedites decision making.
- Two-year “Hire with confidence” guarantee
- Post-selection coaching and development