



## **Called Meeting of the Board of Directors**

City of Texarkana, Arkansas

216 Walnut Street

**Minutes - Thursday, April 08, 2021 - 5:30 PM**

Mayor Brown called the meeting to order at 5:30 PM.

PRESENT: Mayor Allen Brown, Ward 1 Director Terry Roberts, Ward 2 Director Laney Harris, Ward 4 Director Ulysses Brewer, Ward 5 Director Barbara Miner and Ward 6 Director Jeff Hart.

ALSO, PRESENT: Interim City Manager David Haak, City Attorney George Matteson, City Clerk Heather Soyars.

ABSENT: Assistant Mayor Ward 3 Steven Hollibush and Deputy City Clerk Jenny Narens.

The Invocation and Pledge of Allegiance was given by Mayor Brown.

Mayor Brown said the purpose of this meeting was for the Board to consider an employment firm for the search of a new city manager. This was a local firm and was known throughout the community. Mayor Brown also said this firm would donate their services except for advertising costs. He said there would be no finder's fee if this firm were selected.

Joey Martin, Express Employment Professionals, gave a brief presentation (packet attached) that stated Express Employment Professionals would provide the administration of ad placing, replying to candidates with questions approved by the Board and presenting the information received to the Personnel Administrator. He stated the City would be responsible for advertising costs and travel expenses for candidate interviews. The decision to hire a candidate from the pool of qualified applicants for city manager would lie solely with the Board.

Director Brewer asked if the city manager search would be national and statewide. He said this process could take three to six months and he asked Mr. Martin if he and his company were willing to donate their time for that long.

Mr. Martin said yes, the search would be national and statewide. He also knew the process could take time and he was willing to donate his services.

Mayor Brown asked if Mr. Martin could build off the current job description and asked how soon the position could advertised.

Mr. Martin said he could build off the existing job description and the advertisement could be posted within four hours of receiving the advertisement.

Director Harris said he would like to discuss this matter in Executive Session at another time because he had a few company names he would like to suggest to the Board for the city manager search.

Mayor Brown said as the process moves along, the Board would go into Executive Session to discuss potential candidates and those sessions would be held with the upmost confidence.

Director Roberts asked at what point would citizens be informed.

Mayor Brown said names would be released when it was narrowed down to about three candidates and once permission was received from the candidates.

Director Harris asked if this item could be placed on the April 19, 2021 agenda.

Mayor Brown said he would do what the Board decided to do. He said the City was not losing anything by utilizing Mr. Martin's services now.

Director Hart said he was willing to move forward with this selection.

Director Brewer agreed. He said there was nothing standing in the way of the Board proceeding with the process.

Director Hart made a motion to engage the services of Express Employment Professionals for the search of a new city manager and authorized advertising fees up to \$1,000.00, and to act on behalf of the City and work with the City Personnel Administrator, Seconded by Director Brewer.

Director Harris said he would like the Board to be more involved in the process of hiring a new city manager.

Mayor Brown asked if anyone would like to speak on this item.

David Peavy asked what attributes the Board would look for in a city manager and what attributes would the Board not be looking for in a city manager.

Mayor Brown said this was just to get the process started.

No one else came forward.

Voting Yea: Mayor Brown, Director Roberts, Director Harris, Director Brewer, Director Miner and Director Hart.

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Mayor Brown declared the motion passed by a vote of 6-0.

Interim City Manager David Haak thanked the Board for their action tonight. He said he had made a change to the agenda and it was pointed out to him that it was beyond his authority. He apologized to the Board and the citizens. He said it was inadvertent on his part and was not intentional. The agenda deadline was extended by one day at someone's request. He said it was his fault and he took full responsibility. He said he was sorry for any inconvenience.

**NEXT MEETING DATE: Monday, April 19, 2021**

**ADJOURN**

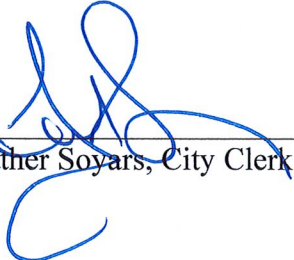
Motion to adjourn made by Director Hart, Seconded by Director Roberts.

Voting Yea: Mayor Brown, Director Roberts, Director Harris, Director Brewer, Director Miner, and Director Hart.

The meeting adjourned 6:08 PM.

**APPROVED** this the 19<sup>th</sup> day of April 2021.

  
Allen L. Brown, Mayor

  
Heather Soyars, City Clerk

3206 Jefferson Avenue  
Texarkana, AR 71854  
(870) 773-1313  
FAX (870) 773-4096

April 8, 2021

Mayor Brown and City of Texarkana, AR Board of Directors,

My name is Joey Martin, I am the owner of Express Employment Professionals at 3206 Jefferson and a resident of Texarkana, Arkansas and have been for the last 24-years. As many of you know I am very active in our community, with our school systems, Chamber of Commerce, Workforce Development, and Economic Development.

I am here today to offer any and all services my business, Express Employment Professionals may be able to help the City of Texarkana, AR with its search for a new City Manager. If Mayor Brown and the Board of Directors see this of benefit Express would like to "Volunteer" its services toward the search for a new City Manager in a way of contributing back to our community. Anything we can do to help our community that has been so good to us at Express, would be an honor and privilege.

We know as professionals in the Staffing/Recruiting world the task at hand is critical and difficult. In this scenario, I am proposing Express Employment would provide the administration of Ad Placing, replying to candidates with questions approved by the Mayor and the Board of Directors, and presenting the information received from each candidate to the appointed City Personnel Administrator. Any advertising cost from the selected Recruiting Sites will pass through to the City at Express's cost. As a franchise owner in the Express Employment Professionals Network of over 800 franchises and a local Texarkana business for over 32-years, I feel we will have the resources available that could help the City of Texarkana, AR through this difficult hiring process. I have outlined how this process could assist the City of Texarkana Arkansas in which I will go over. To all of you, as a business owner and citizen of Texarkana, AR I deeply appreciate all the great things you have accomplished for our City and I look forward to the future for our GREAT City.

Sincerely,



Joey Martin

Express Employment Professionals  
Texarkana, AR Franchise Owner

## **City Manager Candidate Hiring Process**

Express Employment Professionals (EEP) will obtain a recruitment advertisement for City Manager opening from the City of Texarkana, AR Personnel Administrator.

EEP will obtain job description for the "City Manager" of Texarkana, AR.

EEP will post the position to the following State and National Recruiting sources:

Indeed – No Charge

LinkedIn – No Charge

Strategic Government Resources Job Board - \$99.00 – 30 Days

Governmentjobs.com - \$199.00 – 60-Days

International City County Management Association

Arkansas Municipal League – No Charge

Texas Municipal League – \$150.00 – 30 Days

GovHRusa - \$100.00 – 30 Days

Careers in Government - \$275.00 – 30 Days

Glassdoor – No Charge

Town and City Manager Jobs - \$145.00 – 45 Days

**Total Advertising Budget - \$968.00**

EEP will receive applications/resumes/letters of interest from applicants.

EEP will review qualifications of all applicants.

(All applicants (qualified and non-qualified) will be submitted to City of Texarkana, AR Personnel Administrator, as required by law.)

EEP will contact QUALIFIED applicants for further vetting.

EEP will conduct interview questions with QUALIFIED Applicants.

(Questions will be determined by Texarkana, AR Board of Directors. Suggested questions below.)

1. Tell us your background, personally and professionally.
2. How does your work experience qualify you for the City Manager job?
3. Describe your experience in budget preparations and management of finances.
4. Share your experience in strategic planning.
5. What is your community involvement?

EEP will review all QUALIFIED applicant responses. Responses will be forwarded to City of Texarkana, AR Personnel Administrator, which will, confidentially, distribute to the mayor and board of directors.

The mayor and board of directors will conduct a meeting for review. Board of directors and mayor will inform the Personnel Administrator of candidates for further consideration. City Personnel Administrator will communicate the desire of the board of directors to EEP to conduct "2<sup>nd</sup> Phase" of questioning for selected candidates.

(Suggested questions below.)

1. Describe your Leadership style.
2. Explain how you see a manager's role on a team.
3. How would you handle a budget shortfall?
4. Tell of a tough decision you had to make.
5. Involvement in governmental affairs.

EEP will provide City Personnel Administrator with responses of "2<sup>nd</sup> Phase" questionnaire results. The Personnel Administrator will distribute those confidentially to the mayor and board of directors.

The board of directors will meet and notify the Personnel Administrator of selected candidates for personal interview.

Personnel Administrator will then contact EEP to invite the candidates to interview with the mayor and board of directors. (Dates and times will be approved by mayor and board of directors prior to contact.)

The mayor and board of directors will consult with EEP on scheduling if additional interviews are necessary or warranted.

The decision to hire a candidate from the pool of qualified applicants for City Manager will lie solely with the Texarkana, AR Board of Directors.

**When Candidate is Chosen – City of Texarkana will need to conduct their own onboarding protocol.**

**Background Checks**

**Drug Testing**

**Bond ability**

**Etc.**

Hello,

My name is Heather Buster and I am the Professional Search Specialist at Express Employment Professionals. I began my career with Express in 2008 as a part time staffing consultant for clerical positions. I have since gained valuable knowledge and training while partnering with the top companies in Texarkana to provide them with professional candidates to employ their top level positions.

I currently serve on the Greater Texarkana Young Professionals Board of Directors and served 8 years on the Randy Sams' Outreach Shelter Board of Directors. In 2018 I received the South Zone and National "Champion of Hope" award given by the Express International Corporate Office. This award is given to individuals who consistently go above and beyond their job description to spread the spirit of hope and embody a culture of caring.



Heather Buster

I am honored to have partnered with several prestigious companies to recruit their top talent. I have proven testimonials and recommendations from several companies that have entrusted in me to staff the following positions:

- Mechanical Engineer
- Plant/Operation Manager
- Manufacturing Manager
- Accounting Manager
- Controller
- Auditor
- Chief Financial Officer
- Quality Control Chemist
- Logistics Coordinator
- Computer Support Specialist
- IT Computer Technician
- Human Resources Generalist
- Microbiologist
- Plant Controller
- Staff Accountant
- Director of Partner Development

I would love to partner with you to provide you with your next "Top Talent" hire. If you would like more information on how I can help your business succeed please [reach out](#) to me at any time. I look forward to taking with you soon!

Heather Buster | Professional Search Specialist  
[Heather.Buster@Expresspros.com](mailto:Heather.Buster@Expresspros.com)  
(430) 200-5143



# Professional Search Division

## "Bringing Top Talent to Texarkana"

If you want to be an innovative company and get a leg up on the competition, you need motivated professionals to take your company to the new heights. Our staff has extensive industry knowledge and a network of national contracts to find the perfect fit for you.

We can fill specific positions on request and regular recruit and network in these industries:  
Accounting and Finance, Information Technology, Engineering and Manufacturing, Sales, Marketing and Advertising, Human Resources, and Legal.

### HEAR WHAT OUR CUSTOMERS ARE SAYING

"I recently worked with Heather Buster and Joey Martin of Express Personnel Services for the filling of multiple professional job openings here at Smith-Blair, Inc. Heather and Joey presented me with a variety of resumes of potential candidates for our openings and we were able to narrow down the field of candidates and make successful offers to each of their referrals. I found Express's work to be very courteous and professional and I would highly recommend them for any of your employment or professional staffing needs."

– Nick Paxton, Smith-Blair

"The personal and professional service and attention to detail that Express Employment Professionals brought to each search was outstanding. They were very helpful in both defining our specific needs as well as finding professional candidates which met the criteria which we developed for the positions. With Express' open communication style, the feedback on search statuses and the candidate interview arrangements went smoothly."

– Tara Zwermann, JCM Industries, Inc

"Mayo has partnered with Express Employment Professionals for many years to find quality individuals to be a part of our team. They have proven to be a reliable resource in the search for engineering, office staff, and production management. Express has helped solidify our team by providing excellent services through their professionalism and their remarkable staff. Great people to work with!"

– Steve Mayo, Mayo Furniture

"Express Employment Professionals has helped Humco for years with our temporary and permanent staffing needs. Express provides highly qualified candidates in a timely manner. Because many of the jobs we have are specialized, we rely on Express to source candidates from across the United States. Many of Humco's current employees were recruited by Express many years ago and have proved to be a great long-term fit for our Company."

– Brittney Yeldell, Humco

"Ledwell has used Express Services for several years, and we have been very happy with their performance and the people they've found. They are professional and responsive. They have filled several positions for us in office management, engineering, logistics and sales. They will continue to be our first call!"

– Lesley Ledwell, Ledwell & Son Enterprises

### HEAR WHAT OUR PLACEMENTS ARE SAYING

"Express/Heather is very good at matching the credential and career goal of individuals with potential employers. She provides very concise summary of job opportunity with key points. Best of all, she is the most passionate and hard-working recruiter I have ever worked with. She goes extra miles to ensure candidates are provided with all the resources to succeed not only for the interview but also beyond successful interviews. I would recommend Heather to any job seekers for successful career start or continuation."

– Kuntae (Nate) Pak, Chemical Engineer

"Express/Heather recruited me to Texarkana, TX as a PE. She initiated first contact and was wise enough to see my good fit for the position. She coordinated all correspondence between myself and the employer and was instrumental in my successful interview and subsequent hiring with the employer."

– Richard Maxwell, Professional Engineer

"Express/Heather was very personable and helpful in showing me around a new town and doing everything she could to make my experience easy and worry free."

– Brian McCreary, Mechanical Engineer

"I was introduced to Express/ Heather while searching for a new position. She immediately went to work and found opportunities that would be a good fit, and now I am settled into my new position. Heather was there every step of the way making sure to communicate and facilitate. She truly cares for her candidates and clients. I continue to use Heather to supply new staff to my team."

– Aaron Ford, Senior Operations Manager

"From the time I applied for my position all the way through the offer approval, Heather was there to provide support. She ensured I had all the necessary information to be successful during my interviews. She showed me the local area before and after my interviews which allowed me to see the area I could be moving to. She took me to dinner that night where I was able to talk more about the area and position. She helped make what could have been a difficult decision very easy."

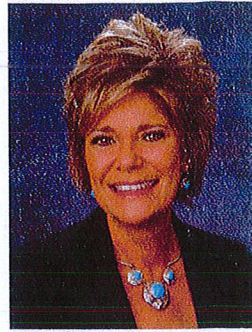
– Robert Watts, Senior Director of Quality Assurance

Job Listings at [www.ExpressTexarkana.com](http://www.ExpressTexarkana.com) | 3206 Jefferson Ave • Texarkana, AR  
Call (903) 278-8245 or (430) 200-5143 | email Heather at [Heather.Buster@ExpressPros.com](mailto:Heather.Buster@ExpressPros.com)





**Joey Martin**  
Owner



**Elaine Christenson**  
General Manager



**Penny Everett**  
Account Executive



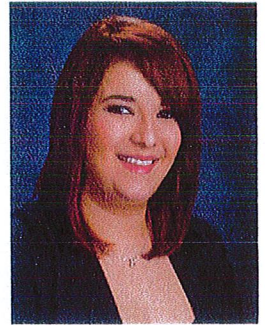
**Cydney Saulsbury**  
Recruiting/Intake



**Melissa Buster**  
Office Administrator



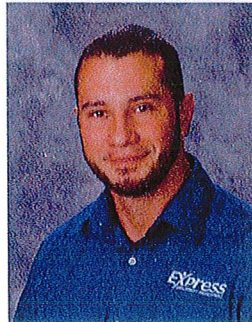
**Micayla Curtis**  
Recruiting/Intake  
Coordinator



**Brittany Gabert**  
Front Office  
Coordinator



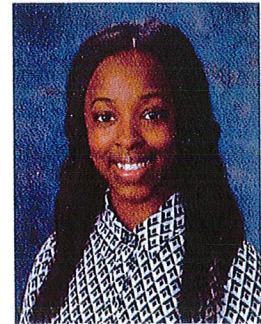
**Cindy Ortiz**  
Skilled Trade



**Nick McEntire**  
Skilled Trade



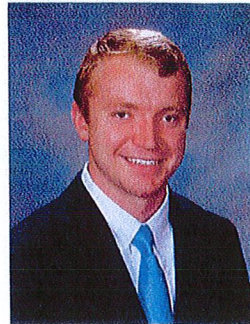
**Angela Simmons**  
Industrial Staffing



**Porsha Murphy**  
Industrial Staffing



**Heather Buster**  
Professional Staffing



**Jakob Martin**  
Office Intern



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