

837



**M. Renée Cahoon**  
Mayor

**Anna D. Sadler**  
Mayor Pro Tem

**Charles L. Cameron**  
Town Manager/  
Public Safety Director

**Town of Nags Head**

Post Office Box 99  
Nags Head, North Carolina 27959  
Telephone 252-441-5508  
Fax 252-441-0776  
www.townofnagshead.net

**Wayne Gray**  
Commissioner

**Bob Oakes**  
Commissioner

**Doug Remaley**  
Commissioner

February 5, 2009

Hartwell Wright  
Human Resources and  
Employee Relations Consulting Manager  
NCLM  
P. O. Box 1310  
Raleigh, NC 27602-1310

Dear Mr. Wright:

Attached please find two (2) executed originals of the agreement between the Town of Nags Head and the League for Board of Commissioners retreat facilitator services.

Please note one change to the agreement - the actual dates for the Board retreat are Thursday/Friday, February 26 - 27, 2009.

Thank you.

*Carolyn F. Morris*  
Carolyn F. Morris, CMC  
Town of Nags Head

January 26, 2009

Mr. Charles Cameron  
Town Manager  
Town of Nags Head  
Po Box 99  
Nags Head, North Carolina 27959-0099

Dear Mr. Cameron:

We are pleased to offer the enclosed Memorandum of Agreement to provide retreat facilitation for the Town of Nags Head. This proposal addresses your needs as discussed with Rebecca Veazey of The MAPS Group.

The contract will be performed through an agreement between the North Carolina League of Municipalities and the Management and Personnel Services (MAPS) Groups, Inc. I will have overall responsibility for this project to determine that all contractual obligations of this study are successfully met.

If you have further questions or need other changes on any item contained within our Memorandum of Agreement, please contact me at the League office or the MAPS Group.

Sincerely,



Hartwell Wright  
Human Resources and Employee  
Relations Consulting Manager

cc: The MAPS Group

**MEMORANDUM OF AGREEMENT  
PERSONNEL SERVICE  
TOWN OF NAGS HEAD**

This agreement is made and entered into this 30<sup>th</sup> day of January, 2009, by and between the North Carolina League of Municipalities, an unincorporated association, hereinafter called "League," and the Town of Nags Head, hereinafter called "Town."

**WITNESSETH**

In consideration of the amounts of money hereinafter agreed to be paid, and in consideration of the other conditions hereinafter agreed to by the Town, the League offers to perform the following services:

**Scope of Services**

See Attachment "A", Scope of Services, which is incorporated into and made a part of this Memorandum of Agreement by reference.

**Time for Performance**

The time for performance will be approximately 1 month. The MAPS Group will work with the Town to plan an effective agenda prior to the retreat. This retreat will be conducted on February ~~25-26~~, 2009. Changes in this date may be agreed upon by the Town and the MAPS Group. 26-27

**Costs**

The total cost of the proposed work will be \$2,000.00 (two thousand dollars) plus actual expenses and will be paid in one installment at the completion of the contract. The League will bill in one lump sum payment.

If more time is required for this project than described in the attached proposal, this assistance will be billed at \$800 per day plus actual expenses incurred. The Town agrees to submit payment immediately upon receipt of the bill.

Execution

If this Memorandum of Agreement is not executed and returned to the League Office within thirty (30) days from the submission date, the time frame for performance may have to be renegotiated.

If the terms of this contract are acceptable, please sign two (2) copies and return same to the League office.

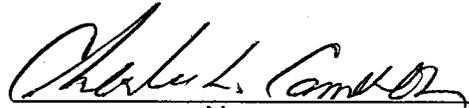
SUBMITTED BY:

ACCEPTED BY:

NORTH CAROLINA LEAGUE OF MUNICIPALITIES

TOWN OF NAGS HEAD





Hartwell Wright  
Human Resources and Employee  
Relations Consulting Manager

Name

Charles L. Cameron

1/26/09

Submission Date

Town Manager

Title

1-30-09

Date

This instrument has been preaudited  
in the manner required by the Local  
Government Budget and Fiscal  
Control Act.

  
(Signature of finance officer)

NORTH CAROLINA LEAGUE OF MUNICIPALITIES

**ATTACHMENT "A"**  
**SCOPE OF SERVICE**

## **RETREAT FACILITATION Town of Nags Head**

### **Program Objective**

This proposal is designed to assist the Town in the planning, training, facilitation and retreat report preparation at a Board retreat. Objectives for the project include planning the desired outcomes for the retreat, assisting with establishing an agenda, and providing facilitation of the group at the retreat which will help the group make effective use of time, consider valid information, and make informed decisions that reflect the participation and commitment of group members. If desired, a report covering major decisions from the retreat will be provided.

### **Facilitation and Services to be Provided**

The Town will be responsible for 1) notifying participants of the planning meeting, retreat schedule, and retreat location; 2) assuring attendance of all staff members, the Town Manager, and other designated individuals, and 3) arranging for the facilities and meals associated with the retreat.

The MAPS Group will be responsible for providing planning and facilitation services. The facilitators will be neutral parties focused on effective group process.

### **Proposed Time Frame**

The retreat will take place at a time and place to be mutually agreed upon by the MAPS Group and the Town, tentatively in Nags Head on February 26-27, 2009. This date may be changed through agreement of both parties.

### **Costs**

Costs for retreat planning, training, and facilitation are based on a 2 day retreat facilitated by the Becky Veazey, plus actual expenses for mileage, meals, motel, etc. Should additional days be needed for the project they will be billed at \$1,000.00 per day, plus actual expenses.

### **Arrangements**

The Town will make all physical arrangements for the retreat in terms of location and meals, and will notify all participants of the designated place, time, and date for the retreat.

### **Consultants**

The consultant for the retreat will be Rebecca Veazey. Her vita is attached.

**Vita**  
**REBECCA L. VEAZEY**

**BORN:** Durham County, North Carolina

**EDUCATION:**

Southern High School, Durham, N. C.  
B. A. Speech and Education - University of North Carolina at Chapel Hill  
M. P. A. - University of North Carolina at Chapel Hill  
Municipal Administration Course, Institute of Government  
Group Facilitation and Consultation Course, Institute of Government

**CAREER PROGRESSION:**

President, The MAPS Group (Management and Personnel Services) - a consulting group providing personnel, organization development, training, and management services for local governments, 1995 to present  
Principal, the MAPS Group  
Human Resources Director, Durham County  
Director of Personnel, Town of Cary  
Personnel Officer, Town of Chapel Hill  
Training Specialist, City of Greensboro

**PROFESSIONAL ACTIVITIES:**

International Personnel Management Association (IPMA). Active in N. C. Chapter including serving as Treasurer, on program committee for state chapter for three years, on Regional program committee one year, and chairperson of Finance Strategic Planning Committee.  
Organization of Municipal Personnel Officers (OMPO), Board Member, President, and Immediate Past President.  
North Carolina League of Municipalities, Board of Directors, 1985-1987.  
American Society for Training and Development, Triangle Chapter member.  
Facilitation and Organization Development Group, (FODG) founding member  
Systems Thinking in Government Group

**COMMUNITY AND OTHER ACTIVITIES:**

U. N. C. General Alumni Association, Board of Directors  
U. N. C. Master of Public Administration Alumni Association, President  
Local Government Employees Federal Credit Union, founding member, Loan Committee Chairperson, Review Committee, and member of the Board of Directors  
United Way Campaign Coordinator, Durham County, and Town of Cary

**EXPERIENCE:**

Serving as facilitator at strategic planning and team building retreats for staffs, boards, and elected officials. Also, providing on-going developmental facilitation to assist an organizations with team building; organization development; planned change; development of mission, vision, and values; development of compensation philosophies; leadership development; or other issues.

**Rebecca L. Veazey**  
**Vita Synopsis**  
**Page 2**

Experience (continued)

Developing and conducting training on a variety of topics including conducting performance reviews, time management, principles of supervision, communications skills, motivational techniques, disciplinary action, hiring the right person, grievance and dismissal, conflict resolution, facilitation skills, and a number of other topics. This includes teaching and coordinating the Institute of Government=s Effective Management Program.

Conducting classification and pay studies for municipalities, counties, councils of governments, housing authorities, and other non-profit organizations.

Administering assessment instruments and providing interpretation and feedback or training; instruments include Myers Briggs, Human Patterns, Management Grid, Johari Window, Leadership Profile System, Ego State Assessment, FIRO B, etc.

Facilitating the development of performance review and performance pay programs as both an internal and external consultant.

Developing and conducting assessment centers and serving as an assessor for the purpose of selection and promotion.

Establishing and revising policies and programs on a variety of personnel topics including writing personnel ordinances, establishing recruitment and selection procedures, developing performance review forms and procedures, and problem-solving employee relations issues and grievances.

Speaking on a variety of personnel and management topics at the Institute of Government, NCLM Convention, IPMA (international and state conferences), Area Health Education Centers, parks and recreation conferences, and for other groups.

Teaching personnel administration course to students in the MPA Program at UNC-G and in a six weeks seminar at NCSU, and teaching a seminar on facilitation skills to students in the MPA Program at UNC.

Teaching or assisting with teaching Ground Rules, facilitation, Model I and II, and related principles and concepts to public sector and other groups.

**CLIENTS ON CONSULTANT PROJECTS:**

**Municipalities:**

Angier  
Apex  
Atlantic Beach  
Ayden  
Bald Head Island  
Beaufort  
Benson  
Carolina Beach  
Carrboro  
Chapel Hill  
Charlotte  
Clayton  
Creedmoor  
Davidson  
Elizabethtown  
Elizabeth City  
Emerald Isle  
Farmville  
Fayetteville  
Granite Falls  
Havelock  
Hertford  
Highlands  
Huntersville  
Jefferson  
Kill Devil Hills  
Kings Mountain  
Laurel Park  
Laurinburg  
Louisburg  
 Mooresville  
Morehead City  
Morganton  
Mount Airy  
Nags Head  
Nashville  
New Bern  
Oak Island  
Ocean Isle Beach  
Oxford  
Pine Knoll Shores  
Pittsboro  
Shalotte  
Shelby  
Siler City  
Southern Pines  
Southern Shores

Washington  
Wendell  
Wilmington  
Winterville  
Wrightsville Beach

**Counties:**

Beaufort  
Camden  
Carteret  
Currituck  
Dare  
Harnett  
Johnston  
Nash  
Perquimans  
Person  
Polk  
Sampson  
Surry  
Transylvania  
Wake County Sheriff's Office

**Councils of Government:**

Isothermal Planning and Development  
Kerr Tar Council of Governments  
Triangle J Council of Governments  
Western Piedmont COG

**Housing Authorities:**

Laurinburg  
Mount Airy  
Smithfield

**Other Nonprofit/Governmental Agencies:**

Institute of Government  
North Carolina League of Municipalities  
Opportunity Corporation of Buncombe Co.  
Raleigh Durham International Airport  
Rutherford Polk Mental Health Program  
Tuckaseigee Water and Sewer Authority