Town of Woodfin
Town Council Special Called Meeting

Friday, October 23, 2026
2:00 pm

SPECIAL CALLED MEETING MINUTES

Council Members Present
Mayor Jim McAllister
Council Member Philip Cohen
Council Member Chip Parton
Vice Mayor Elisabeth Ervin
Council Member Ken Kahn
Council Member Johanna Young

Attending Virtually
Council Member Dan Bowers

Town Staff Present
Sheri Powers, Finance & Budget Director
Gena Powers, Town Clerk

Mayor McAllister called the meeting to order at 2:05 pm.

A. Approval of the Agenda
Council Member Parton made a motion to approve the agenda. Council Member Cohen seconded the motion which passed unanimously, 6-0

B. New Business
1. Presentation and discussion regarding Town Manager Search and Hiring Process-Piedmont Triad Regional Council. -Matt Reece, Piedmont Triad Regional Council

Erica Anderson of Land of Sky Regional Council introduced the presenter, Matt Reece from Piedmont Triad Regional Council.

Matt Reece gave the council an introduction to the services they offer in the search for a new Town Manager. He outlined the steps that they will take to assist in the search. He and his team will create a landing page to house the advertisement for the position and information about The Town of Woodfin. The website will be linked to all major search engines and allow applicants to apply for the position. Once the deadline has passed, according to the criteria the council has provided, they will rank the applicants and provide a digital and hard copy to help the selection committee make their decision as to the best candidates to interview. They will outline the interview process and assist in the implementation. Once a candidate is identified they will help with the transition as much as or as little as needed. Council members asked Mr. Reece clarifying questions regarding transparency during the process, ethics and fairness in the process, references from past searches, and details of support that will be offered. Mr. Reece offered answers and further details as to what they will offer during the search process as compared to a commercial search firm as well as the savings that they offer being a unit of local government verses a typical public search firm. Mr. Reece did mention that most of their work will be in person and that they could be ready to start the process by the last week of November. He gave a possible timeline that would have interviews starting in late January 2027.

Mayor McAllister thanked Mr. Reece for his time and detailed information given.

Finance Director Powers gave insight into the staff perspective regarding the selection process of the new town manager. She was in support of using PTRC for the search and feels that it is great value they are offering to the town. She also shared other avenues for advertising the position. She further explained how the process should

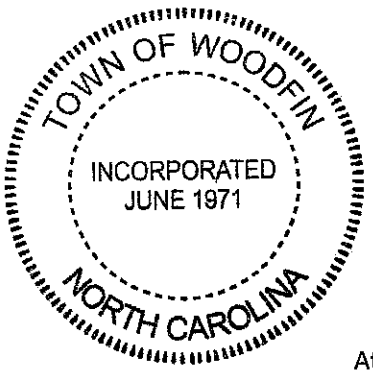
unfold and answered questions posed by the council. She will send the current job description for Town Manager to council.

The council agreed that they would be willing to continue to explore using the Piedmont Triad Regional Council for the new Town Manager selection process. They also laid out next steps they would like to take in the process. Council Member Ervin and Mayor McAllister will contact Mr. Reece to collect clarifying information and plan next steps. Council expressed interest in asking that department heads attend the first meeting with PTRC and to attend the interviews to give council feedback.

C. Adjournment

Vice Mayor Ervin made a motion to adjourn the meeting. Council Member Parton seconded the motion, which passed unanimously, 6-0.

Mayor McAllister adjourned the meeting at 3:07 pm.



James C. McAllister/Mayor

Attest: Gena Powers

Gena Powers/Town Clerk