



ASSEMBLY CITY MANAGER RECRUITMENT COMMITTEE AGENDA

May 30, 2023 at 12:10 PM

City Hall Conference Room 224/Zoom Webinar

<https://juneau.zoom.us/j/81598547363> or 1-253-215-8782 Webinar ID: 815 9854 7363

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. 2023-05-15 City Manager Recruitment Committee Minutes - Draft

E. RECRUITMENT AND SELECTION PROCESS FOR CITY MANAGER POSITION

F. EXECUTIVE SESSION

City Manager Selection Criteria and Applicant Discussion

Suggested Motion: Motion by xx, " I move we recess into executive session to discuss matters that the immediate knowledge of which would defame or prejudice the character or reputation of any person, and to discuss recruitment examination materials that are confidential"

G. NEXT MEETING DATE

June (Date TBD) - to discuss selection materials

June (Date TBD - After Position Closes) - review candidates, create semi-finalist candidate list

H. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.gov.

ASSEMBLY CITY MANAGER RECRUITMENT COMMITTEE MINUTES

May 15, 2023 at 12:10 PM



City Hall Conference Room 224/Zoom Webinar

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A. CALL TO ORDER

Chair Woll called the Assembly City Manager Recruitment Committee meeting to order at 12:15 p.m.

B. ROLL CALL

Members Present: Chair Christine Woll, Wade Bryson, Alicia Hughes-Skandijs (via Zoom)

Members Absent: Michelle Hale

Staff/Other Present: Mayor Beth Weldon, HRRM Director Dallas Hargrave (via Zoom), Journalist Clarise Larson

C. APPROVAL OF AGENDA

Chair Woll requested to move Item F. Next Meeting Date in front of Item E. Executive Session, hearing no objections, agenda approved as amended.

D. RECRUITMENT AND SELECTION PROCESS FOR CITY MANAGER POSITION

1. May 10, 2023 Memorandum from Human Resources/Risk Management Director Dallas Hargrave

Mr. Hargrave walked members through the recruitment options available as outlined in the packet memo. Committee members discussed the pros, cons and costs of each option and moved forward with Option 3: Blended Method with regards to recruitment. Similar to past recruitments, Mr. Hargrave will do the initial screening of applications received and move the top 6 to 10 applicants that best meet the qualifications put forth by the committee and Assembly, forward. This will help reduce the number of first-round applications members need to review, however, the committee and the full Assembly are welcome to review all applications received. The committee would review those candidates and narrow down to 2 to 4 finalist candidates for a site visit and interviews with the full Assembly.

Committee members reviewed the draft timeline, recognizing that dates may change as they get further into this process.

E. EXECUTIVE SESSION

City Manager Selection Criteria and Applicant Discussion.

MOTION: by Mr. Bryson that the committee recess into executive session to discuss matters that the immediate knowledge of which would defame or prejudice the character or reputation of any person, and to discuss recruitment examination materials that are confidential and ask for unanimous consent, **hearing no objection, committee moved into executive session at 12:48 p.m.**

F. NEXT MEETING DATE

May 30, 2023 at 12:10 p.m. Conference Room 224/Zoom

G. ADJOURNMENT

The committee reconvened from executive session at 1:17 p.m. and having no further business to come before the committee, meeting adjourned at 1:18 p.m.