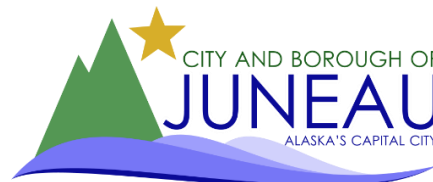


ASSEMBLY CITY MANAGER RECRUITMENT COMMITTEE

DRAFT MINUTES

July 24, 2023 at 12:10 PM

City Hall Room 224 & Zoom Webinar



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

A. CALL TO ORDER

Chair Christine Woll called the committee meeting to order at 12:12p.m.

B. ROLL CALL

Assemblymembers Present: Chair Christine Woll, Assemblymembers Michelle Hale and Wade Bryson

Assemblymembers Absent: Alicia Hughes-Skandijs

Staff Present: Human Resources/Risk Management Director Dallas Hargrave, Municipal Clerk Beth McEwen

C. APPROVAL OF AGENDA

The agenda was approved as presented.

D. APPROVAL OF MINUTES

No minutes were submitted for approval.

E. RECRUITMENT AND SELECTION PROCESS FOR CITY MANAGER POSITION

Chair Woll asked Mr. Hargrave to provide a status update on the recruitment/selection process for the City Manager position.

Mr. Hargrave reported that process has gone according to the original as set out in the initial committee meeting, however, it has had to pivot some during the process. The committee originally wanted to conduct a hybrid middle of the road approach with hiring a headhunter firm which would provide for recruitment and then have CBJ HR staff do the initial review/selection process before the finalist stage. Mr. Hargrave contacted a number of national firms but none of them operate within that type of hybrid model. The committee then pivoted with CBJ HR providing the lead and working with the committee.

The next two stages of the process will be:

- 1) The final candidates will be invited to meet with the CBJ Leadership Team during a closed staff meeting.
- 2) The full Assembly will then conduct finalist interviews, including an assessment exercise, during the Executive Session portion of the July 31, 2023 Special Assembly meeting.

F. EXECUTIVE SESSION

MOTION by Ms. Hale to recess into executive session to discuss matters that the immediate knowledge of which would defame or prejudice the character or reputation of any person, specifically those individuals invited to interview with the committee, and to discuss recruitment examination materials that are confidential. *There being no one from the public wishing to comment and hearing no objection, the committee recessed into executive session at 12:17p.m.*

Ms. Hale moved to come out of executive session at 1:07p.m.

G. NEXT MEETING DATE

Chair Woll stated that no further meeting is scheduled at this time.

I. ADJOURNMENT

There being no further business to come before the committee, the meeting adjourned at 1:08p.m.