



ASSEMBLY CITY MANAGER RECRUITMENT COMMITTEE AGENDA

June 27, 2023 at 1:00 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. 2023-06-12 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

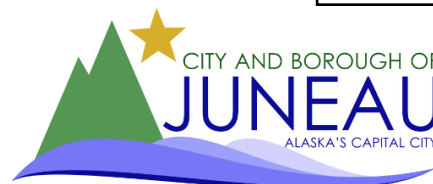
July 6 & 7, times to be determined

H. SUPPLEMENTAL MATERIALS

I. 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 **DRAFT** MINUTES



June 12, 2023 at 12:05 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

Chair Christine Woll, called the Assembly City Manager Recruitment Committee meeting to order at 12:09 p.m.

B. ROLL CALL

Members Present: Chair Christine Woll, Wade Bryson, Alicia Hughes-Skandijs, and Michelle Hale

Members Absent: None

Staff/Other Present: Mayor Beth Weldon, HRRM Director Dallas Hargrave, Municipal Clerk Beth McEwen

C. APPROVAL OF AGENDA

Ms. Woll suggested that they move item **G. The Next Meeting** date to be discussed prior to going into Executive Session. *Hearing no objection, the agenda was approved with that item change.*

D. APPROVAL OF MINUTES

1. 2023-05-30 City Manager Recruitment Committee Minutes – Draft

Hearing no objection, the minutes of the May 30, 2023 committee meeting were approved by unanimous consent.

E. RECRUITMENT AND SELECTION PROCESS FOR CITY MANAGER POSITION

Mr. Hargrave said that he didn't have anything to discuss during the open session portion of the meeting. He said that he does have some selection criteria documents that he will be sharing with the committee during the Executive Session. He said that he will also provide them with an update of the status of applications during the Executive Session as well.

F. NEXT MEETING DATE (moved up on the agenda.)

Ms. Woll said that they have another meeting scheduled for June 27, 2023 at 1:00 p.m. and that is when they will begin reviewing applicants. The committee members confirmed that they are all available for that date/time. Ms. Woll then asked members about their schedule for the next tasks for the committee. Members then discussed their schedule availabilities.

They decided to block out **July 6, 8am-3pm and July 7, 8am-5pm** to do screening interviews of between 6-12 applicants who have passed the initial screening by HRRM. They discussed whether the preliminary screening interviews would take place in person or via Zoom or some of each. It was decided to hold these via Zoom only to make it equal to all involved.

Ms. Woll said that the intent is that the CMRC would complete the initial screening early in July and then have the Full Assembly meeting the candidates and conducting in-person interviews with final applicants. Ms. Woll said that they will discuss other activities that the candidates will be involved in during that timeframe. She said that they were looking at dates during the week of July 31-August 3 or August 14-16. Ms. Woll said that the Assemblymembers have been surveyed and to the best of our knowledge, they will all be in town during those dates. They discussed the pros/cons of the two weeks. Mayor Weldon noted that the July 31 Regular Assembly

and Human Resources Committee and Assembly Finance Committee could potentially be rescheduled if they chose the week of July 31.

The CMRC decided to schedule the in-person interviews with the Full Assembly to be held the week of July 31-August 3, and to block out the times of 5-9p.m. on those dates.

G. EXECUTIVE SESSION

City Manager Selection Criteria and Applicant Discussion

MOTION by Mr. Bryson 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, and to discuss recruitment examination materials that are confidential. *There being no objection and no discussion, the committee recessed into Executive Session at 12:26p.m.*

H. SUPPLEMENTAL MATERIALS

I. ADJOURNMENT

Per a motion by Mr. Bryson, the committee reconvened from executive session at 1:10 p.m. and having no further business to come before the committee, meeting adjourned at 1:10 p.m.