



ASSEMBLY CITY MANAGER RECRUITMENT COMMITTEE (7/6 & 7/7/2023) AGENDA

July 06, 2023 at 7:30 AM

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. 2023-06-27 City Manager Recruitment Committee Minutes - Draft

E. RECRUITMENT AND SELECTION PROCESS FOR CITY MANAGER POSITION

F. EXECUTIVE SESSION

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, specifically those individuals invited to interview with the committee, and to discuss recruitment examination materials that are confidential"

City Manager Applicant Interview Schedule:

Thursday, July 6, 2023

Starting at 7:30a.m. continued to ...

Friday, July 7, 2023

Starting at 7:30a.m.

(All times noted are Alaska Standard Time AKST.)

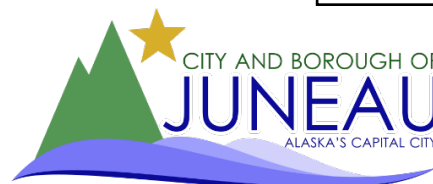
G. NEXT MEETING DATE

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.org.

ASSEMBLY CITY MANAGER RECRUITMENT COMMITTEE MINUTES - **DRAFT**



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

Chair Christine Woll called the Assembly City Manager Recruitment Committee meeting to order at 1:05 p.m.

B. ROLL CALL

Members Present: Chair Christine Woll, Alicia Hughes-Skandijs, Michelle Hale & Wade Bryson (joined at 1:07 p.m.)

Members Absent: None

Staff/Other Present: Deputy Mayor Maria Gladziszewski, HRRM Director Dallas Hargrave, Deputy Clerk Di Cathcart

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. 2023-06-12 City Manager Recruitment Committee Minutes – Draft

The June 12, 2023, City Manager Recruitment Committee minutes were approved as presented.

D. RECRUITMENT AND SELECTION PROCESS FOR CITY MANAGER POSITION

Mr. Hargrave updated committee members that June 22, 2023, was the date listed on the job announcement as the first review date of applications; one additional application came in over the weekend. Mr. Hargrave noted that during the executive session committee members will review the applications received and decide which applicants to reach out to for first-round interviews via Zoom.

F. 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. *Hearing no objection, the committee recessed into Executive Session at 1:10 p.m. and per a motion by Mr. Bryson, the committee reconvened from executive session at 2:44 p.m.*

G. NEXT MEETING DATE

July 6 & 7, times to be determined

Committee members agreed to keep July 6th & 7th as first-round interview dates with final dates and times to be determined once the committee has reviewed the applications and decided which applicants to interview. After reconvening from executive session, the committee set the following times for first-round interviews, Thursday, July 6 from 7:30 a.m. – 10:30 a.m. and Friday, July 7 from 7:30 a.m. – 10:30 a.m. and 12:30 p.m. – 2:00 p.m.

H. SUPPLEMENTAL MATERIALS - None

I. ADJOURNMENT

With no further business to come before the committee, meeting adjourned at 2:46 p.m.