

CITY OF NEWBERG
CITY MANAGER RECRUITMENT SUBCOMMITTEE MINUTES
OCTOBER 4, 2007
7:00 P.M.
CITY HALL – 2nd FLOOR CONFERENCE ROOM

I. CALL MEETING TO ORDER

Chair Rierson called the meeting to order.

II. ROLL CALL

COUNCIL:

Bart Rierson, Chair
Roger Currier
Bob Andrews

STAFF:

Terrence Mahr, City Attorney
Becky Green, Human Resources Manager
Norma Alley, City Recorder

III. GREETING & INTRODUCTION BY CHAIRMAN RIERSON

Chair Rierson welcomed everyone and encouraged open dialog during the recruitment process.

IV. ORGANIZATION AND DIRECTION OF SUBCOMMITTEE

Chair Rierson opened dialog to discuss how the subcommittee would like to proceed.

Mayor Andrews handed out a draft resolution outlining the hiring process and the City's chain-of-command.

Consensus was met to take the resolution to the Council on October 15th.

Chair Rierson asked for discussion on potential interim managers.

Mayor Andrews mentioned looking into the Council of Governments for recommendations. He also suggested approaching Roger Jordan, Dick Townsend, John Morgan, Eve Dolan and Bob Tardiff. He offered to work on finding out more information and potential interest.

Councilor Currier recommended looking into an independent contractor to get an outside perspective.

Chair Rierson asked the Mayor to schedule interviews for the candidates in the next few weeks and look into getting more details.

Chair Rierson asked how many hours do we want the interim to work.

Councilor Currier suggested looking at limiting what meetings they attend and only working 80 hours a month.

Discussion commenced on meeting with the Department Heads to receive input on what they are looking for in a manager.

Consensus was met to have a meeting with department heads at 7:30 a.m. on October 12th.

Mayor Andrews handed out an email and proposal from the COG on recruitment services.

V. DISCUSSION ON TIME TABLE

Chair Rierson outlined the following duties for the subcommittee:

- Do a manager breakfast with department heads on October 12th.
- Last week of November or first week of December the interim manager would be hired.
- Have a decision on recruitment services and if going to use have them hired by middle of November.
- Make a press release on the interim.
- Have a manager hired within six months.

VI. SCHEDULING OF NEXT MEETING

The next meeting is scheduled for Tuesday, October 9, 2008, at 6:00 p.m. in the City Hall Administration Conference Room.

VII. ADJOURNMENT

Meeting adjourned at 9:09 p.m.