

CITY OF NEWBERG
CITY MANAGER RECRUITMENT SUBCOMMITTEE MINUTES
OCTOBER 30, 2007
7:00 A.M.
CITY HALL ADMINISTRATION 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 (Absent)

OTHER:

Nancy Boyer, Executive Director of COG

III. DISCUSSION ON RECRUITMENT TIMELINE

Nancy handed out an updated proposed scope of work and recruitment process timeline (see official record for handouts). Discussion commenced on handouts along with a discussion on background checks.

Nancy Boyer agreed to include five background checks in their proposal with additional checks at a charge of \$300 per check.

Terry Mahr asked what the background check consisted of.

Nancy Boyer answered calling listed references, a credit check, confirmation of past employers, checking driving records, and confirmation of educational backgrounds. The City could run the LEDS check.

Nancy Boyer recommended doing the background checks prior to the interviews, so if there are any questions about the information the committee could ask the candidate about them during the interview.

Nancy Boyer reviewed the criteria to narrow down the applications. She said she would narrow the applications to 10-15 and then present those to the Council for review.

Terry Mahr asked Nancy Boyer about her feelings on doing site visits.

Nancy Boyes answered if good background checks are done than a site visit is not necessary.

Chair Rierson said he would like to see it wrapped up in six months.

Nancy Boyer said the deadline could be changed to January 14 or January 22.

Becky Green said the later date would be better.

Chair Rierson agreed that January 22 would be the best date for closing the recruitment.

Nancy Boyer said she could have the screening back by the February Council meeting.

Terry Mahr asked if the subcommittee was going to screen the applications or if the full Council would be doing that.

Mayor Andrews said he envisioned the full Council getting everything and the subcommittee putting together the interview process.

Terry Mahr suggested bringing the process to the Council for adoption at the November 19 Council meeting.

Nancy Boyer passed out a city manager salary survey that was recently put together by the City of Wilsonville.

Councilor Currier stated that the survey needs to be kept up to date to keep the manager's salary in line with others.

Nancy Boyer said the package right now in Newberg is a little below the average.

Mayor Andrews asked if the salary range could be established at the time of the presentation on November 19th.

Nancy Boyer answered yes and recommended establishing a salary range.

Nancy Boyer asked for input on having supplemental questions.

Consensus was met to have supplemental questions for the top finalists.

IV. SCHEDULING OF NEXT MEETING

Next meeting is scheduled for Tuesday, November 13, 2007 at 7:00 a.m. Items for discussion will be profile, process and advertisement.

VIII. ADJOURNMENT

Meeting adjourned at 8:50 a.m.