



**City Manager Recruitment Subcommittee
June 20, 2019 - 6:00 PM
Newberg City Hall 414 E. First Street**

CALL MEETING TO ORDER

Councilor Elise Yarnell Hollamon called the meeting to order at 6:00 p.m.

Councilors Present: Chair Elise Yarnell Hollamon, Councilor Elizabeth Curtis Gemeroy,
Councilor Patrick Johnson

Staff Present: City Manager Joe Hannan, Mayor Rick Rogers, City Attorney Truman Stone,
Human Resources Director Anna Lee, City Recorder Sue Ryan, Administrative
Assistant DawnKaren Bevill

NEW BUSINESS

City Manager Pro Tem Interviews

Gregory D. Baker – Summary of Qualifications

- Damascus City Manager – six years ago
- Community involvement
- Believes in leading from behind
- Sets standards and expects accountability

Successfully worked with business and industry, nonprofit sector, chamber of commerce, city and national government, economic development, colleges, universities, community and business environments.

Councilor Johnson: How have you researched the position of City Manager Pro-Tem for Newberg?
What are your impressions of Newberg?

Mr. Baker:

- Newberg is landlocked – how to expand
- Newberg is quaint, warm feel

Councilor Curtis Gemeroy: Describe your experience in planning, preparing and managing an

*City Manager Pro Tem
Recruitment Subcommittee – 6/20/2019*

organization's budget.

Mr. Baker:

- Working in Kansas City – massive assessment of assets for three years
- Kansas City Consensus

Chair Yarnell Hollamon: By the end of the first 30 days, 6 months and year, what would you expect to have accomplished as the new City Manager Pro-Tem?

Mr. Baker:

- Meet with Department Heads one-on-one
- Take a look of overall City function
- Formal presentation at 90 days - report
- Visiting with staff are integrated into that process

Councilor Johnson: Tell us about your greatest successes and accomplishments. How do you feel those experiences will assist you in this position? What would you consider your most significant failure and how did you learn from that?

Mr. Baker:

- Being too trusting; giving individuals too much latitude has caused challenges
- Received a World Peace acknowledgment for his work in Damascus

Councilor Curtis Gemeroy: Please describe your approach to creating an environment of teamwork, cooperation and collaboration.

Mr. Baker:

- Communication
- Teamwork must benefit everyone involved; harmony

Chair Yarnell Hollamon: Describe a difficult management decision have you made regarding an employee.

Mr. Baker:

- Fairness is critical
- Documentation beats conversation; keep a record.

Councilor Johnson: What tools have you utilized to keep the City Council informed on a regular basis?

Mr. Baker:

- Meets with each councilor to cover critical areas

Councilor Curtis Gemeroy: Tell us about a time when the City Council made a decision that you strongly disagreed with. How did you handle this situation?

Mr. Baker:

- Presenting detailed information to City Council helps avoid conflict

City Manager Pro Tem

Recruitment Subcommittee – 6/20/2019

David Clyne – Summary of Qualifications

- ICMA Credentialed Manager
- 40 years public service
- 30 years City Management Experience
- Private Sector Experience, includes operating small law practice and consulting services
- Certified Mediator

Councilor Johnson: How have you researched the position of City Manager Pro-Tem for Newberg? What are your impressions of Newberg?

Mr. Clyne:

- Newberg on his radar for quite awhile
- Likes the community

Councilor Curtis Gemeroy: Describe your experience in planning, preparing and managing an organization's budget.

Mr. Clyne:

- Budget Officer for every city he has worked for

Chair Yarnell Hollamon: By the end of the first 30 days, 6 months and year, what would you expect to have accomplished as the new City Manager Pro-Tem?

Mr. Clyne:

- Main purpose – new city manager
- What does the council want to achieve

Councilor Johnson: Tell us about your greatest successes and accomplishments. How do you feel those experiences will assist you in this position? What would you consider your most significant failure and how did you learn from that?

Mr. Clyne:

- Most difficult - Council recall and reorganization of Police Department
- City of Independence accomplishments – Riverfront Park, Downtown promotion, American Cities Award recipient

Councilor Curtis Gemeroy: Please describe your approach to creating an environment of teamwork, cooperation and collaboration.

Mr. Clyne:

- Communication with City Council
- City staff Customer Care Training
- Weekly staff meetings and face-to-face communication

Chair Yarnell Hollamon: Describe a difficult management decision have you made.

Mr. Clyne:

- Recession – Independence heavily dependent on property taxes; staff lay-offs

City Manager Pro Tem

Recruitment Subcommittee – 6/20/2019

Councilor Johnson: Tell us about a time when the City Council made a decision that you strongly disagreed with. How did you handle this situation?

- Mr. Clyne could not recall of any decisions he strongly disagreed with.

Councilor Curtis Gerneroy: What tools have you utilized to keep the City Council informed on a regular basis?

Mr. Clyne:

- Social media and telephone communication

Chair Yarnell Hollamon: What do you do to build bridges between Police Departments and other city departments?

Mr. Clyne:

- Ride-along with officers
- Attend department staff meetings

MOTION #1: Councilor Curtis Gerneroy moved to recommend David Clyne for the City Manager Pro Tem position.

SECOND: None

VOTE: Failed

MOTION #2: Chair Yarnell Hollamon moved to make the recommendation to the city council to offer the position to Gregory Baker with the understanding there will be a national search for the permanent city manager.

SECOND: None

VOTE: Failed

MOTION #3: Councilor Johnson moved to go through the list of criteria for Interim City Manager search to start the process over.

SECOND: None

VOTE: Failed

MOTION #4: Councilor Curtis Gerneroy moved to recommend David Clyne for the City Manager Pro Tem position.

SECOND: Chair Yarnell Hollamon

VOTE: 2 Yes, 1 No (Councilor Johnson)

The meeting was adjourned.

City Manager Pro Tem

Recruitment Subcommittee – 6/20/2019



City Manager Recruitment Subcommittee
August 13, 2019 – 6:00 PM
Newberg City Hall • 414 E. First Street

Present: Councilor Elise Yarnell Hollamon, Councilor Patrick Johnson, Councilor Elizabeth Curtis Gemeroy, City Attorney Truman Stone, City Manager Pro Tem David Clyne, Administrative Assistant DawnKaren Bevill.

1. CALL TO ORDER

Meeting began at 6:00 p.m.

2. REVIEW RFPS FOR CITY MANAGER RECRUITMENT FIRMS

Patrick – Waldron...first choice, Jensen was second, and third Prothman

Elise choices Waldron, Prothman, Jensen

Elizabeth – Waldron, Prothman, Jensen, and Peckman McKenney

Question: having representatives go to cities of the finalists

David – what experience do they bring to the table, resource professional consultants...networks, one-year warranty

David – Waldron did Independence

Patrick –

Elizabeth – Waldron and Prothman top two

David – can interview in person the two mentioned

Elise – would like to hear their pitch in person.

Patrick – if we don't like them we can interview from the other prospects.

Anna – give them both a half hour, put together questions, meet afterward and make a decision.

David – they should know about Newberg.

Pick a few days to get together – sometime before September 2nd. Elise would like to see Jensen out of Portland too.

David – block an hour off per recruiter. Anna – one evening 5 – 8 p.m.

David - Don't have to ask companies the same questions of all. Truman agreed.

Set a date - Thursday, August 22nd – 5 – 8:30 p.m. at City Hall; Monday, August 26th, 5 – 8:30 is a back-up or Tuesday, August 27th 5 – 8:30 p.m.

MOTION: **Yarnell Hollamon/Johnson** moved to extend an in-person interview to Jensen Strategies, Waldron, and Prothman to determine who would move forward to City Council. All in favor.

3. ADJOURN Adjourned at 6:21 p.m.



**City Manager Recruitment Subcommittee
August 26, 2019 - 5:00 PM
Newberg City Hall - 414 E. First Street**

CALL MEETING TO ORDER

Councilor Elise Yarnell Hollamon called the meeting to order at 5:00 p.m.

Councilors Present: Chair Elise Yarnell Hollamon, Councilor Elizabeth Curtis Gemeroy, Councilor Patrick Johnson

Staff Present: City Manager Pro Tem David Clyne, City Attorney Truman Stone, Human Resources Director Anna Lee, City Recorder Sue Ryan

RECRUITMENT FIRM INTERVIEWS

JENSEN STRATEGIES LLC - ERIK JENSEN

Jensen Strategies, LLC is located in Portland was established seven years ago. As former city administrators, they understand issues City Managers and City Councilors face. Their staff can attract and identify the most qualified candidates for each community.

- Salary comparisons
- Profile development – what will be best for Newberg
- Advertising
- Screening includes choosing four finalists or less, background checks and references
- Facilitate three interview panels – City Councilors, Managers and Community leaders
- Negotiations

Discussion included parameters to make diversity and inclusion successful during the advertising process, successful placements in Cannon City and Sisters, challenges in Newberg, and prepping candidates prior to the interview process.

WALDRON - HEATHER GANTZ

Waldron has an office in Portland and offers executive searches, career transition and organizational development. Heather Gantz is in charge of all public sector recruitments and works with non-profits.

Waldron's Process:

- Promoting conversation with the council, staff and the community
- Collaboration and partnership to find the best candidate
- Diversity in the City Manager recruitment

Discussed included the process when screening candidates and past recruitments. Waldron offers upfront discovery work along with candid and transparent conversations to better lead the recruitment effectively, advertising and targeted research.

PROTHMAN EXECUTIVE - SONJA PROTHMAN & BILL MCDONALD

Prothman focuses on local government in Oregon & Washington. They have a great team, are process oriented, and outreach is far above other recruitment agencies.

Through their many years of experience, they gather a diverse pool of candidates, advertise on diversity job sites, hold community open houses and offer one-on-one up front discussions with staff and community members regarding the culture of each community.

The subcommittee deliberated and compared all three recruitment firms.

MOTION: Councilor Curtis Gerneroy moved to recommend Waldron to the City Council for the City Manager Recruitment process.
SECOND: Councilor Patrick Johnson
VOTE: 3 Yes, 0 No

The meeting adjourned.