

City Attorney Selection Subcommittee
Meeting Minutes of September 22, 2014

Call to order

Subcommittee member Mayor Ellison called the meeting to order at 6:02 p.m. in room 309.

Present: City Commissioner Kyle Du Buc, subcommittee member

Absent: City Commissioner Peggy Goodwin, subcommittee member

Also present: City Manager Donald E. Johnson, City Attorney David Gillam, Human Resources Director Mary Jo DiPaolo and Human Resources Administrative Assistant Dennis Van de Laar

Public Comment

Ms. Kimberly Gibbs stated that she was an applicant for the City Attorney position.

Discussion/Selection of Applicants

Discussion took place regarding two applications that were received by the Human Resources Department after the deadline of September 5, 2014 at 12:00 p.m. It was agreed that applications received after the deadline would not be considered.

Discussion took place regarding the next step of the process. It was agreed that a pre-interview questionnaire would be sent to a select group of applicants with the most relevant experience. Discussion took place regarding the experience of the 13 applicants whose application packets were received by the deadline. Staff had recommended sending the interview questionnaire to five applicants. City Commissioners added two more. Applications were assigned numbers to maintain confidentiality. It was agreed the pre-interview questionnaire would be sent to applicant numbers 1, 2, 3, 5, 7, 10 and 13. Responses will be due at the end of the day on September 29, 2014.

Next meeting

The next meeting will be held Monday, October 6, 2014 at 6:00 p.m. in room 309.

Adjourn

The meeting was adjourned at 7:00 p.m.



Mary Jo DiPaolo
Human Resources Director