



Personnel Committee Meeting
Executive Session Agenda
November 20, 2019
6:00 PM

Chairperson: Kimberly Downey
Committee Members: Mike Caughey, and Robert Boese
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

PUBLIC NOTICES:

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
4. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
5. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
6. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655*

November 20, 2019

CALL TO ORDER AND ROLL CALL

CONCERNED CITIZEN(S) IN THE AUDIENCE. (Please limit presentation to two minutes per issue.)

APPROVAL OF MINUTES

1. APPROVE THE MINUTES OF AUGUST 8, AUGUST 12, AND OCTOBER 21, 2019

(Minutes of October 9, 2019, are not yet available.)

MOTION TO APPROVE THE MINUTES OF AUGUST 8, AUGUST 12 AND OCTOBER 21, 2019

2. THE MATTER OF RECRUITING A CITY ADMINISTRATOR

An Executive Session under ORS 192.660(1)(2)(a); will be opened at this time; (a) To consider the employment of a public officer, employee, staff member or individual agent.

STAFF REPORT:

Exhibit A: Interview Questions

Exhibit B: Alternative Interview Questions (Were handed out at the last meeting)

Exhibit C: OCWCOG Matrix of Candidate Basic Qualifications

Exhibit D: Resumes and cover letters for ranked applicants.

Exhibit E: City Administrator Competencies Worksheet

(Please Note: Exhibits A, C & D are provided only for Personnel Committee Members and are protected under ORS 192.660 (1)(2)(a))

EXIT EXECUTIVE SESSION

ACTION: Motion to:

- 1. RECOMMEND THAT OCWCOG INVITE THE CANDIDATES CHOSEN BY THE PERSONNEL COMMITTEE IN EXECUTIVE SESSION TO AN INTERVIEW WITH THE CITY COUNCIL SCHEDULED ON DECEMBER 5, 2019.**
- 2. DISCUSS AND APPROVE ALTERNATIVE STEPS IN THE RECRUITMENT PROCESS IF #1 IS NOT APPROVED.**
- 3. APPROVE A TRAVEL BUDGET OF \$_____ EA FOR OUT OF STATE CANDIDATES (IF ANY) BEING BROUGHT TO OREGON FOR THE**

INTERVIEWS, AND A TRAVEL BUDGET OF \$_____ EA. FOR LOCAL CANDIDATES.

- 4. APPROVE THE ALTERNATIVE INTERVIEW QUESTIONS.**

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