



Personnel Committee Meeting Minutes
October 09, 2019

The Personnel Committee met on this date at the Harrisburg Municipal Center, at the hour of 6:00pm. Presiding was Chairperson Kimberly Downey. Also present were Robert Boese, Interim City Administrator John Hitt, and City Recorder/Asst. City Administrator Michele Eldridge. Personnel Committee member Mike Caughey participated orally/visually through an App called Whats App, from his vacation.

CONCERNED CITIZEN(S) IN THE AUDIENCE. None

THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR:

Staff Report: Eldridge reiterated the information in the staff report; she also reminded the committee that the interview questions were protected under ORS 192.355(4) and were therefore not part of the public domain.

The Personnel Committee members reviewed the questions for roughly a half hour and deliberated about which ones they felt could be shared in the Welcome Information that Eldridge would be providing. Some of the questions were fairly basic, and the committee chose a few of those. They also decided to allow the question in relation to an employee who went through a disciplinary process, because those can sometimes be harder to remember when you are sitting through an interview that can be somewhat stressful. The questions that they determined could be shared with candidates were No. 2, No. 5, No. 6 and No. 10.

The committee then discussed the way the questions were scored and decided to go to a 1 to 3 scoring option, instead of 1 to 5. The committee also reviewed the competencies; Eldridge explained that staff would be using a sheet like the one shared with them for the upcoming interviews for the person who would be replacing Patsy.

The committee had determined which questions to use, as well as the scoring changes through consensus. Therefore, no motions were needed.

The meeting was adjourned at the hour of 6:50pm.

Chairperson

City Recorder/Asst. City Administrator