



Personnel Committee Meeting Agenda  
October 21, 2019  
6:00 PM

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**Chairperson:** Kimberly Downey  
**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*

**CALL TO ORDER AND ROLL CALL**

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

**1. THE MATTER OF RECRUITING A NEW 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: (The Staff Report is a public document, but all exhibits are part of the Executive Session under ORS 192.660(1)(2)(a)).**

Exhibit A: Interview Questions.

Exhibit B: Alternative Interview Questions (to be provided at the meeting)

Exhibit C: OCWCOG Matrix of Candidate Basic Qualifications.

Exhibit D: Resumes and cover letters of ranked applicants.

**IN REGULAR SESSION, 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 NOVEMBER 5, 2019; OR,**
- 2. DETERMINE ALTERNATIVE STEPS IN THE CANDIDATE SELECTION PROCESS.**
- 3. APPROVE A TRAVEL BUDGET OF \$\_\_\_\_\_ EA. FOR OUT OF STATE CANDIDATES BEING BROUGHT TO OREGON FOR THE INTERVIEWS, AND A TRAVEL BUDGET OF \$\_\_\_\_\_ EA. FOR LOCAL CANDIDATES.**
- 4. APPROVE THE ALTERNATIVE INTERVIEW QUESTIONS.**

**ADJOURN**

Agenda Bill  
**Harrisburg Personnel Committee**  
Harrisburg, Oregon

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**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 (To be provided at the  
meeting)

Exhibit C: OCWCOG Matrix of Candidate Basic Qualifications

Exhibit D: Resumes and cover letters for ranked applicants.

**ACTION:**

1. RECOMMEND THAT OCWCOG INVITE THE CANDIDATES CHOSEN BY THE PERSONNEL COMMITTEE IN EXECUTIVE SESSION TO AN INTERVIEW WITH THE CITY COUNCIL SCHEDULED ON NOVEMBER 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 BEING BROUGHT TO OREGON FOR THE INTERVIEWS, AND A TRAVEL BUDGET OF \$\_\_\_\_\_ EA. FOR LOCAL CANDIDATES.
4. APPROVE THE ALTERNATIVE INTERVIEW QUESTIONS.

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
[to be discussed)	[\$5000]	[GENERAL FUND]

**STAFF RECOMMENDATION:**

**Staff recommends that Personnel Committee members carefully review the applications, as well as the candidate qualifications matrix, in order to prepare for**

**selecting those candidates for further consideration and discuss the next steps in the recruitment process.**

1.

**BACKGROUND INFORMATION:**

At its last meeting, the Personnel Committee selected the questions to be used (Exhibit A) in the interview process and the three-tiered rating system. Due to the application of an internal candidate, the Committee also needs to approve the suggested Alternative Interview Questions (Exhibit B). Based on the number of candidates to be selected for further consideration, succeeding steps and actions in the City Administrator Recruitment Process needs further discussion.

OCWCOG has supplied the City with a matrix (Exhibit C) of candidate basic qualifications. The Committee should review the applications (Exhibit D) and determine which candidates they would like OCWCOG to invite for City Council interviews, or as an alternative, establish a process for additional candidate review.

Three of the candidates being considered are from out of state. As such, the Personnel Committee should follow up on previous discussion, and decide if they will pay for the out-of-state candidates to travel to Harrisburg for the interview. The City Administrator will have a budgetary amount to suggest for selected in-state candidates, and out of state candidates who will need to fly in, and who need to stay in a hotel. The total recruitment budget is \$10,000, with \$5,000 dedicated to the OCWCOG recruitment costs. The committee is therefore left with \$5,000 for additional costs such as travel.

**MOTION:**

1. RECOMMEND THAT OCWCOG INVITE THE CANDIDATES CHOSEN BY THE PERSONNEL COMMITTEE IN EXECUTIVE SESSION TO AN INTERVIEW WITH THE CITY COUNCIL SCHEDULED ON NOVEMBER 5, 2019; OR,
2. DETERMINE ALTERNATIVE STEPS IN THE CANDIDATE SELECTION PROCESS.
3. APPROVE A TRAVEL BUDGET OF \$\_\_\_\_\_ EA FOR OUT OF STATE CANDIDATES BEING BROUGHT TO OREGON FOR THE INTERVIEWS, AND A TRAVEL BUDGET OF \$\_\_\_\_\_ EA. FOR LOCAL CANDIDATES.
4. APPROVE THE ALTERNATIVE INTERVIEW QUESTIONS.

**REVIEW AND APPROVAL:**

\_\_\_\_\_  
John Hitt – Interim CA

Date