

ASSEMBLY CITY ATTORNEY SEARCH COMMITTEE **DRAFT** MINUTES

June 06, 2024 at 12:00 PM

Assembly Chambers/Zoom Webinar



This meeting will be conducted via Zoom Webinar only.

https://juneau.zoom.us/j/81158628414?pwd=PoBQHv63t-F3wTfMwwxgx4SuNFEurw.Zb_IITktN5W5vKqB or call 1-253-205-0468, Meeting ID: 811 5862 8414, Passcode: 812657

A. CALL TO ORDER

Chair Woll called the Assembly City Attorney Search Committee meeting to order at 12:04 p.m.

B. ROLL CALL

Assembly Present: Chair Christine Woll, Ella Adkinson, Michelle Hale, Wade Bryson

Staff Present: City Clerk Beth McEwen, HRRM Director Dallas Hargrave

C. APPROVAL OF AGENDA

There being no objection, the agenda is approved.

D. RECRUITMENT AND SELECTION PROCESS FOR CITY ATTORNEY POSITION

1. May 23, 2024 Memorandum from Human Resources / Risk Management Director Dallas Hargrave

Mr. Hargrave directed attention to his memo from May, which outlines the proposed selection process, and said that the first review of applications will be after June 14. He shared that next in the process is getting screening criteria approved at today's meeting for use in initial screening interviews with applicants. In response to a question about whether the interviews will be held in executive session or in a public meeting, Mr. Hargrave answered that the screening interviews will be in executive session, and after the full assembly picks the finalists, there could be a combination of public process with review in executive session.

E. RECRUITMENT UPDATE

Verbal update from Human Resources/Risk Management Director Dallas Hargrave

F. COMMITTEE AVAILABILITY FOR FUTURE MEETINGS

Chair Woll advised that she will be away for the next two weeks. Committee members agreed that the next meeting be on June 20 to discuss other selection activities, and then June 26 to review screened candidates

G. EXECUTIVE SESSION

City Attorney Selection Criteria and Applicant Discussion.

Motion by Mr. Bryson, to recess into executive session to discuss matters that the immediate knowledge of which would defame or prejudice the character or reputation of any person, and to discuss recruitment examination materials that are confidential. Hearing no objection, the committee moved into executive session at 12:26 p.m.

H. NEXT MEETING DATE

June 20, 2024 at 12:00 p.m. via Zoom, June 26, 2024 at 12:00 p.m. via Zoom

I. SUPPLEMENTAL MATERIALS

J. ADJOURNMENT

The committee adjourned into executive session at 12:26 p.m. Following executive session, the committee adjourned.