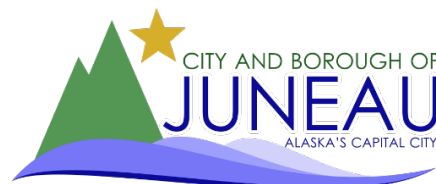


# ASSEMBLY CITY ATTORNEY SEARCH COMMITTEE **DRAFT** MINUTES



June 20, 2024 at 12:00 PM

## Assembly Chambers/Zoom Webinar

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This meeting will be conducted via Zoom Webinar only.

[https://juneau.zoom.us/j/81158628414?pwd=PoBQHv63t-F3wTfMwwxgx4SuNFEurw.Zb\\_IITktN5W5vKqB](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

Acting Chair Wade Bryson called the meeting to order at 12:02 p.m.

### B. ROLL CALL

**Committee members present:** Deputy Mayor Michelle Hale, Ella Adkison and Wade Bryson

**Committee members absent:** Chair Christine Woll

**Other Assemblymembers present:** Paul Kelly

**Staff present:** Human Resources/Risk Management Director Dallas Hargrave, Municipal Clerk Beth McEwen

### C. APPROVAL OF AGENDA – *approved as presented.*

### D. RECRUITMENT UPDATE

Verbal update from Human Resources/Risk Management Director Dallas Hargrave

Director Hargrave reported that the recruitment for the City Attorney position has been open and is continuously open during this process. He has started to do the initial review of applications and suggested that the committee may want to schedule interviews in one of the following formats:

- 1 day with a 4 hour block of time for all the finalist interviews; or
- 2 separate days with 2 hour blocks of time each for interviews; or
- they can decide scheduling/time blocks based on committee and applicant availability over the next few weeks.

Committee members mentioned potentials for meeting/interview schedules and said they would like to try to do interviews end of June/early July.

### E. COMMITTEE AVAILABILITY FOR FUTURE MEETINGS

Municipal Clerk McEwen shared with the committee the upcoming Assemblymember leave dates that she has been notified of and asked members to forward any other leave dates not already on file with the Clerk.

### F. NEXT MEETING DATE

The committee decided to schedule at least two upcoming meetings: Wednesday, June 26 at Noon and Friday June 28 at 12:30p.m. to be conducted via Zoom only.

### G. EXECUTIVE SESSION

#### City Attorney Selection Criteria and Applicant Discussion.

**MOTION** by Ms. Hale, 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 meeting recessed into Executive Session at 12:13p.m.*

### H. ADJOURNMENT

*Following the end of the Executive Session, the meeting was adjourned at 12:43p.m.*