

**VILLAGE OF ESSEX JUNCTION
JOINT CITY MANAGER RECRUITMENT & HIRING PLANNING COMMITTEE
DRAFT MINUTES OF MEETING
MARCH 28, 2022**

MEMBERS PRESENT: Jeetan Khadka, Jacob Law, Maggie Massey, Bridget Meyer, Mary Moyer, Christina Papadopoulos, Mike Plageman, Jeb Spaulding, Gabrielle Stevenson, Amber Thibeault, Mike Thorne, George Tyler, John Wermer

ADMINISTRATION: Colleen Dwyer, HR Director; Brad Luck, Essex Junction Recreation & Parks Director/Interim Co-Manager

OTHERS PRESENT: None

1. CALL TO ORDER

Mr. Luck called the meeting to order at 5:32 PM.

2. AGENDA ADDITIONS/CHANGES

None.

3. APPROVE AGENDA

None.

4. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

None.

5. BUSINESS ITEMS

a. Welcome and Introductions

Mr. Luck requested all members of the committee to introduce themselves, say how long they have lived in the community, and why they were interested in joining this committee.

b. Discuss Committee Roles & Responsibilities

Mr. Luck said that this is a group of fifteen people total, and two distinct committees. Mr. Luck said that he would be supporting the Recruitment Planning Committee, and that Ms. Dwyer would be supporting the Hiring Planning Committee. The Village is hoping to have a manager in place by September, and begin advertising by May. Mr. Luck explained that this is an official meeting, and thus falls under the Vermont Open Meeting Law and Public Records Act. As a result, all business by a quorum of either committee, either in person or online, must be conducted in open session.

c. Discuss Committee Deliverables & Timeline

Mr. Luck listed the following objectives for the Recruitment Committee:

- Identify a recruitment timeline & strategy.
- Create a community profile.
- Identify the desired qualities/experiences/education of the ideal candidate.

- Create a job posting.
- Identify recruitment outreach & advertising plan.

Mr. Luck listed the following objectives for the Hiring Planning Committee

- Identify a hiring timeline & plan.
- Ensure that community members, staff, and department heads are included in the hiring process.
- Utilize a variety of tactics to assess candidates (i.e. short essays with applications, projects, presentations, committee/panel interviews, meet & greets, etc.).
- Provide a process that results in (up to) the top three finalists being provided to the Trustees for ultimate consideration and decision.

There will be opportunities for the public, staff, department heads, and Trustees to weigh in during this process. Public input will be welcomed for the top candidates, however the Trustees will have the ultimate decision. Mr. Luck said that the Village is an equal opportunity employer, and cannot discriminate based on any protected class including race, gender, sexual orientation, etc.

d. Discuss City Manager Roles & Responsibilities

Mr. Luck said that the future City will have a Council/Manager government. The City Manager is the Chief Executive Officer of the City, and the only employee that the Trustees hire. Mr. Spaulding asked if an Executive Search firm will be utilized, Mr. Luck said that it would not.

BREAK INTO SEPARATE COMMITTEES

JOINT CITY MANAGER RECRUITMENT COMMITTEE

e. Introductions

Committee members introduced themselves and shared why they volunteered to be a part of this process.

f. Discuss Role of Committee Chair & Elect Committee Chair (or Co-Chairs)

Mr. Luck said that the role of the committee chair(s) involves facilitating the meetings, moving the group from conversation to action, and working with staff to set the agenda and identify next steps. Mr. Thorne nominated Ms. Meyer and Mr. Plageman to be co-chairs. They both accepted and there was unanimous consent for their appointment.

g. Discuss Meeting Frequency

The committee will meet Mondays from 5:30 PM-7 PM, either weekly or bi-weekly. Meetings will be fully remote at this time but this may be re-evaluated in the future. Mr. Plageman suggested reviewing deliverables at the April 4th meeting and determining frequency at that point.

h. Discuss Committee Deliverables

The following deliverables were reviewed:

- Identify a recruitment timeline & strategy.
- Create a community profile.

- Identify the desired qualities/experiences/education of the ideal candidate.
- Create a job posting.
- Identify recruitment outreach and advertising plan.

JOINT CITY MANAGER HIRING PLANNING COMMITTEE

e. Introductions

Committee members introduced themselves and shared why they volunteered to be a part of this process.

f. Discuss Role of Committee Chair & Elect Committee Chair (or Co-Chairs)

Ms. Dwyer said that the role of the committee chair(s) involves facilitating the meetings, moving the group from conversation to action, and working with staff to set the agenda and identify next steps. Ms. Papadopoulos expressed a desire to serve as a co-chair, Mr. Spaulding offered to assist her, but not as a co-chair. There was unanimous consent for Ms. Papadopoulos's appointment as Chair.

g. Discuss Meeting Frequency

Ms. Dwyer suggested meeting biweekly, and adjusting this if necessary. All were in agreement. The committee expressed a desire to meet after the first City Manager Recruitment Committee meeting. Ms. Dwyer said that the two committees will likely not need to meet jointly again, however will need to stay abreast of one another's work.

h. Discuss Committee Deliverables

The following deliverables were reviewed:

- Identify a hiring timeline & plan.
- Ensure that community members, staff, and department heads are included in the hiring process.
- Utilize a variety of tactics to assess candidates (i.e. short essays with applications, projects, presentations, committee/panel interviews, meet & greets, etc.).
- Provide a process that results in (up to) the top three finalists being provided to the Trustees for ultimate consideration and decision.

The Committee discussed previous searches, and the lack of candidates that came from the executive search process. They also discussed using personal network outreach to increase the number of qualified candidates.

6. READING FILE

a. Committee Deliverables

b. What It Takes to Be a Professional Local Government Manager

c. What Professional City, Town, and County Managers Do

d. City Manager Charter Roles & Responsibilities

e. Village Manager Job Description

f. Town Manager Job Description

7. ADJOURNMENT

The City Manager Recruitment Committee adjourned at 6:32 PM, with their next meeting being scheduled for Monday, April 4 at 5:30 PM.

The City Manager Hiring Planning Committee adjourned at 6:38 PM, with their next meeting TBD.