

**VILLAGE OF ESSEX JUNCTION
CITY MANAGER HIRING PLANNING COMMITTEE
DRAFT MINUTES OF MEETING
APRIL 25, 2022**

MEMBERS PRESENT: Christina Papadopoulos (Chair), Jeetan Khadka, Jeb Spaulding, Amber Thibeault, John Wermer

ADMINISTRATION: Colleen Dwyer, HR Director

OTHERS PRESENT: None

1. CALL TO ORDER

Ms. Papadopoulos called the meeting to order at 5:30 PM.

2. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

None.

3. REVIEW AND APPROVE MINUTES FROM APRIL 11

Tabled until the next meeting.

4. BUSINESS ITEMS

a. Complete timeline for City Manager hiring process

- May 4: Application opens.
- May 25: Application closed.
- May 26: Candidate screening by staff begins. The final candidate pool (maximum ten candidates) will be determined.
- June 6: Committee reviews application essays, using a rubric. Candidate pool narrowed to five.
- June 20: Phase 2, interviews held to narrow applicant pool to three.
- June 27: Phase 3, community panel with the top applicants.
- July 18: Final meeting before presenting to Trustees.
- July 28: Job offered to first choice candidate.
- August 1: First choice candidate confirms acceptance/rejection.

b. Discuss how to include the community, staff, and department heads in the hiring process

The Committee discussed the various phases of the interview process. Mr. Spaulding asked at what stage the candidate's names will be made public, Ms. Thibeault said that it would not be until Phase 3. The Committee's role in the interviewing process was discussed. The Committee will be responsible for reducing the number of candidates from ten to five through essay review. The top five candidates will be interviewed by Department Heads and/or select staff, who will be responsible for reducing the number of candidates from five to three. Ms. Thibeault asked if interviews could be videotaped, Ms. Dwyer said that it could as long as the candidate consents.

c. Discuss tactics needed to assess candidates' viability

Ms. Papadopoulos discussed creating a rubric to assess application answers. Ms. Papadopoulos asked for information on the type of staff input the Recruitment Committee was soliciting, as it could be helpful to the hiring process.

d. Establish questions for advertisement

Ms. Dwyer asked the Committee to consider the two application questions that they would create. These questions would be sent to the City Manager Recruitment Committee and included in the application. These include:

- What does it mean for you to have a commitment to diversity? How have you demonstrated that commitment in the past? How do you plan to demonstrate it in this role?
- Describe work you have done in communities to address systemic oppression.
- Given the historical nature of the transition from Village to City, what is your vision for the next five years? Ten years?

e. Review next steps

Ms. Papadopoulos asked for another member of the Committee to serve as Chair or Co-Chair, as she has professional obligations that will not allow her to begin the meeting at 5:30 PM. Ms. Thibeault said that she would be willing to start the meeting at 5:30 PM.

f. Set next meeting date and time

The next meeting will be held at Monday, May 9 at 5:30 PM.

5. ADJOURNMENT

CHRISTINA PAPADOPOULOS made a motion, seconded by JEETAN KHADKA to adjourn the meeting at 6:59 PM. All in favor, motion passed.

Respectfully submitted,
Darby Mayville