

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

MEMBERS PRESENT: Bridget Meyer, Maggie Massey, Mary Moyer, Mike Plageman, Gabrielle Stevenson, Mike Thorne, George Tyler

ADMINISTRATION: Brad Luck, Interim Co-Village Manager/Recreation Director

OTHERS PRESENT: None

1. CALL TO ORDER

Ms. Meyer called the meeting to order at 5:33 PM.

2. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

None.

3. MINUTES APPROVAL

a. Consider approval of the April 18 meeting minutes

GEORGE TYLER made a motion, seconded by MAGGIE MASSEY, to approve the minutes from April 18. All in favor.

4. BUSINESS ITEMS

a. Discuss City Manager surveys – community, staff, Trustees; any final outreach efforts?

Mr. Luck said that 17 staff members, 3 Trustees, and 56 community members have completed the survey so far. He said that reminders would be sent out via Front Porch Forum and social media. The Committee also discussed outreach via neighborhood or building e-mail lists.

b. Discuss Department Head & Trustee interview progress

Ms. Meyer asked how Committee members should be reporting the results of their interviews, Mr. Luck said that he will create a Google form to house the data.

c. Discuss community profile content and format

Mr. Tyler and Mr. Thorne both prepared draft community profiles, which will be put into Google Drive for easy collaboration. This will be further discussed at the next meeting.

d. Discuss advertising locations plan

Ms. Meyer reviewed the advertising plans for the City Managers in Winooski and Barre. She suggested adding the Vermont Commission for Women, Vermont Businesses for Social Responsibility, and Emerge Vermont to the list. Ms. Massey suggested including the advertisement in as many diverse places as possible, and suggested reaching out the Vermont Professionals of Color Network for advice. She suggested making a table showing the organization name and cost of advertising in order to make an informed decision on the best way to spend funds. Mr. Luck said suggested advertising with New England municipal organizations.

He said that staff would be responsible for all sources that required payment, however the committee could take care of the non-paid submissions. Mr. Tyler will research Public Administration programs in surrounding areas to see if this role could be advertised on their graduate e-mail lists. The Committee also discussed dedicating space on the Village website to the City Manager advertisement.

e. Discuss survey results review process and ideal candidate profile development

Ms. Massey said that she is willing to review and synthesize the survey materials. Ms. Meyer encouraged her to pay close attention to the comments from staff and department heads. Mr. Tyler will draft an ideal candidate profile and Committee members will use Google Drive to collaborate.

f. Review next steps – survey results inform ideal candidate profile & job ad created

The committee will work toward creating a job posting and advertisement, using the ideal candidate profile and information gleaned from the survey results. It is hoped that all data will be finalized by the May 9 meeting, and subsequently be posted to the web the day after.

g. Set next meeting date & time

The next meeting will be on Monday, May 2 at 5:30 PM.

5. ADJOURNMENT

The City Manager Recruitment Committee adjourned at 6:35 PM.

Respectfully submitted,
Darby Mayville