

**VILLAGE OF ESSEX JUNCTION
CITY MANAGER HIRING PLANNING COMMITTEE
DRAFT MINUTES OF MEETING
MAY 9, 2022**

MEMBERS PRESENT: Christina Papadopoulos (Chair), Jeetan Khadka, Jacob Law, Amber Thibeault, John Wermer

ADMINISTRATION: Colleen Dwyer, HR Director

OTHERS PRESENT: None

1. CALL TO ORDER

Ms. Thibeault called the meeting to order at 5:38 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 11, 2022 and April 25, 2022 meeting minutes

JEETAN KHADKA made a motion, seconded by COLLEN DWYER seconded, to approve the minutes from April 11, 2022 and April 25, 2022. All in favor, motion passed.

4. BUSINESS ITEMS

a. Provide update from Recruiting Committee

Prior to the start of discussion, Ms. Thibeault informed the Committee that Mr. Spaulding has resigned. Ms. Dwyer said that the Recruiting Committee plans to post the job advertisement on May 10. The Recruitment Committee also requested some changes to the essay questions that the Hiring Planning Committee had proposed be included in the application. The earlier version of these questions will be used as interview questions. The new questions are as follows:

- What excites you about being the first City Manager for the City of Essex Junction?
- What steps have you taken at your current (last) employer to create an inclusive work environment? How did you navigate this opportunity?

b. Discuss process for hiring City Manager

The Committee added some flexibility to the dates listed on the timeline, choosing to focus more on deliverables.

c. Create rubric for assessing candidates answers

The Committee decided to create a formal rubric for each of the application questions, as it will help the process to be fairer.

The draft rubric is as follows:

	Exceeds expectations (3)	Meets expectations (2)	Does not meet expectation (1)
Grammar	-Clear, concise, and to the point answers. -Answers all parts of the questions.	-Answers the questions at hand. -Possibly sometimes off topic or tangential but remains on task overall.	Does not address the question. -Tangential. -Did not answer all parts of all questions.
Examples	-Clearly describes how their role as a leader created an inclusive work environment with clear examples.	-Provides general examples of steps they took in previous jobs. -Talks about steps more as a team effort than their role as a leader.	-Does not provide any examples of steps they took in previous jobs. -Does not provide examples of inclusivity.
Critical Thinking/Leadership Skills	-Specifically mentions how they are going to lead Essex Junction into the future. -Provides multiple examples of leadership roles with examples/details.	-Provides a general overview of what excites them about this role, possibly mentioning leading Essex Junction/the new City. -Provides one example of a leadership skill they have.	-Does not identify any skills they bring to the table. -Does not specifically mention how they are going to bring Essex Junction into the future.
Professionalism	-Uses language that is professional appropriate for the speaker.	-Uses language that is somewhat professionally appropriate for the speaker.	-Informal or casual language (e.g. texting language). -Inappropriate or non-professional examples.

d. Discuss tactics needed to assess candidates’ viability

The role of the City Department heads in the interview process was discussed, and Ms. Dwyer said that they are eager to get involved. Other questions will be developed after the next Trustee meeting. The Committee discussed the role of the community panel, the type of feedback that they would be providing, and how they will be providing this information. The Committee expressed willingness to restart the process if none of the candidates in the first round are acceptable.

e. Review next steps

Ms. Dwyer will prepare the packet for the next meeting and send out reading materials.

f. Set next meeting date and time

The next meeting will be held on Monday, May 23 at 5:30 PM.

5. ADJOURNMENT

JEETAN KHADKA made a motion, seconded by JOHN WERMER, to adjourn. All in favor, meeting adjourned at 7:00 PM.

Respectfully submitted,
Darby Mayville