



FINAL

**GOVERNANCE COMMITTEE MINUTES
WEDNESDAY, JANUARY 25, 2017**

MEMBERS PRESENT: Mayor Georgia Tuttle, Assistant Mayor Suzanne Prentiss and Councilor Karen Liot Hill.

OTHERS PRESENT: Interim City Manager Paula Maville and City Clerk Sandi Allard

1. CALL TO ORDER: The meeting was called to order by Assistant Mayor Prentiss at 10:37 am.

2. ACCEPTANCE OF MINUTES – November 3, 2015:

Minutes were absent from agenda packet thus no action taken.

3. STUDY ITEMS:

A. Develop Strategic Plan for the Recruitment of new City Manager.

Assistant Mayor Prentiss led the Committee's discussion. Committee members discussed the processes used in previous city manager searches and how they felt about what worked well and where improvements could be made. Discussion centered on whether or not the City Council should do the bulk of the search themselves or whether a search firm should be enlisted to conduct the search. It was quickly agreed that a search firm would need to be retained due to the workload involved in conducting a search.

A few points highlighted during the discussion included:

- Ensuring the right recruitment person/firm received an in-depth knowledge of the City Council to help the search firm understand what the Council is looking for in a leader.
- Using this process to help educate anticipated new City Councilors relative to understanding the City's policy documents (work plan, sustainability principles, guiding principles, master plan, etc.).
- Taking the time needed to ensure a thorough process.
- When getting to the interview process, ensuring the right questions were asked of candidates (by both the search firm and Councilors).

Members discussed the RFP process versus the RFQ process and consent was arrived to utilize the RFP process for a search firm. It was also agreed that the process would involve developing a new profile, which could potentially result in simply updating the current profile used for the search.

The timeline for the search process was also discussed. Committee members felt the goal of having a new manager on board around January 2018 was a realistic goal. Steps towards reaching this goals would include drafting an RFP for a search firm, issuing the RFP, reviewing

proposals submitted, interview and selection of search firm, search firm interviewing Councilors, and others as determined by the Council, and developing the profile, launching search, vetting candidates prior to Council interviews, etc.

Interim Manager Maville will do some research to help the Governance Committee come up with a draft RFP for their review and recommendation to the City Council.

Assistant Mayor Prentiss will give a verbal report to the City Council on the initial meeting of the Governance Committee at the February 1st Council meeting. An agenda item relative to the Committee's recommendations will be on the February 15th City Council agenda.

4. FUTURE MEETINGS:

February 2, 2017 at 11:00 am

February 8, 2017 at 11:00 am

5. ADJOURNMENT: The meeting adjourned at 11:55 am.

Respectfully Submitted,

Sandra Allard, City Clerk