



**MINUTES
KEIZER CITY COUNCIL
SPECIAL SESSION
Monday, November 29, 2021
Keizer, Oregon**

**CALL TO
ORDER**

Council President Smith called the Special Session to order at 7:30 pm. Attendance was taken as follows:

Present:

Cathy Clark, Mayor (via phone)
Laura Reid, Councilor
Elizabeth Smith, Councilor
Dan Kohler, Councilor
Roland Herrera, Councilor
Kyle Juran, Councilor

Staff Present:

Wes Hare, Interim City Manager
Shannon Johnson, City Attorney
Machell DePina, Human Resources
Tracy Davis, City Recorder

Absent:

One Position Vacant

DISCUSSION

**a. City Manager
Recruitment**

Councilor Reid moved to postpone the agenda item for the appointments to the Community Diversity Engagement Committee to December 20. Councilor Smith seconded.

Councilor Reid explained that she needed more time to review letters received from the pool of candidates and to recruit students.

Motion passed as follows:

AYES: Clark, Reid, Herrera, Smith, Kohler and Juran (6)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: One Position Vacant (1)

Review of questions in the staff report took place with Gary Prothman, Wes Hare and Machell DePina fielding questions and providing clarification. Details follow:

- 1. Does the council want to review all applications, or only those of the selected semi-finalists? How is confidentiality maintained if councilors receive all applications?*

Response: Review only those applications determined by Prothman as meeting the minimum qualifications. If there are applicants whose material is borderline, those particular applications should be discussed with the Mayor and if necessary, additional clarification requested of the applicant or err on the side of inclusion.

- 2. What is the process for review of semi-finalist candidates? Review with*

the consultant only? Who else will be included in this stage? Council interview of semifinalists to narrow the field?

Response: Council to receive a summary of information for all applicants (without names/addresses/pronouns) who meet the minimum qualifications and detail on what was considered by Prothman to narrow the field.

3. *Once finalists are selected by the City Council: stakeholder panels to interview finalists? How many? Composition? Do stakeholder panels make recommendations/observations to the City Council before the Council interviews candidates?*

Response: Two formal panels: one with Council and the other with Department Heads, and two forums: one Community Forum and one Employee Forum.

4. *Invite candidates to community open house? Include families? Provide comment cards for attendee feedback? Have candidates introduce themselves and answer questions? Open house?*

Response: Families invited but not required to attend. Comment cards to be provided to attendees and turned in to staff who will summarize and provide to Council. Candidates to introduce themselves and then answer questions from the audience.

5. *Candidate tours of City facilities? Of the community? Who conducts?*

Response: For finalists only. Both facilities and community. Anticipate selecting up to three department directors. Same persons for each finalist so appropriate comparison can be reported.

6. *Pay for travel to the interview? Candidate and family?*

Response: Only for finalists and one significant person of their choice. Interviews done electronically would be allowed only if there is no other option and then all candidates would be interviewed through this media in order to be fair.

7. *Include consultant as non-active participant during interviews with the City Council? Include anyone else?*

Response: Include consultant and non-active participant assigned to each panel to direct panelists, intercede as needed, document the process and tabulate ranking.

8. *Prothman can provide sample questions*

Response: Prothman to provide sample questions for Council and Department Head panels. Council to review and provide input within a given time period.

9. *Reference checks and background check of finalists before council interviews? (this takes about 10 days). Or after the preferred candidate*

or a preferred candidate and alternate are selected?

Response: Google searches on the semi-finalists and full reference checks/credit checks on the finalists before a Council selection meeting is held. City delegate to visit the current or last city where the final candidate worked to meet with Councilors, community members and staff.

10. In-person interviews or zoom?

Response: See response to question 6.

11. How to release information about the finalists to the public.

Response: No information released until finalists are determined. Prothman typically does not provide press releases, but will do so for Keizer.

12. Once a preliminary selection is made: who negotiates the employment agreement? What involvement will the City Council have in determining terms before it is presented for approval?

Response: City Council to hold an Executive Session to discuss contractual terms. Mayor to represent Council and work with Prothman, the HR Director and Finance Director.

Ms. DePina announced that Prothman would be providing a one-page timeline based on what has been done and what is anticipated. Discussion followed regarding quantity of candidates, the importance of not 'settling', and extending the timeline.

ADJOURN

Councilor Smith adjourned the Special Session at 8:36 p.m.

MAYOR:

APPROVED:

Cathy Clark

Debbie Lockhart, Deputy City Recorder

COUNCIL MEMBERS

Councilor #1 – Laura Reid

Councilor #4 – Roland Herrera

Councilor #2 – Vacant

Councilor #5 – Elizabeth Smith

Councilor #3 – Kyle Juran

Councilor #6 – Daniel R. Kohler

Minutes approved: 12-20-21