

AD HOC CITY MANAGER RECRUITMENT ADVISORY COMMITTEE

April 28, 2016

South Conference Room

21630 11th Avenue South – Des Moines 98198

5:00 PM

1. Call to order
2. Approval of Minutes

February 4, 2016 Meeting

March 24, 2016 Meeting

3. Consultant's Status Report
4. Interview Panels
5. Next Steps

MINUTES

AD HOC CITY MANAGER SEARCH ADVISORY COMMITTEE

City of Des Moines

North Conference Room, 21630 11th Avenue South

February 4, 2016

CALL MEETING TO ORDER

The 2016 Ad Hoc City Manager Search Advisory Committee meeting was called to order at 9:45 p.m. by Mayor Matt Pina.

ROLL CALL

Council present: Mayor Matt Pina; Mayor Pro Tem Vic Pennington; Councilmember Dave Kaplan.

Staff present: Human Resources Manager Maureen Murphy.

SELECTION OF CHAIR

Councilmember Kaplan was elected as Committee Chair.

EXECUTIVE RECRUITMENT FIRMS

Ms. Murphy presented a comparison of the proposals, supplemental questionnaire responses, and reference checks for the following finalist executive search firms: Bob Murray and Associates, Colin Baenziger and Associates, Strategic Government Resources (SGR), and Waters Consulting Group. After discussing the merits of each firm, the Committee reached a consensus that SGR was to recommend that the Council authorize staff to enter into a contract with SGR. The Committee asked that the item be placed on the consent agenda for the City Council meeting on February 11, 2016.

CITY MANAGER JOB DESCRIPTION UPDATE

The Committee reviewed the draft update to the City Manager job description that Ms. Murphy had prepared, and made several additional revisions. The Committee asked that Ms. Murphy share the draft with the full Council.

ACTION ITEMS

No formal action was taken.

The meeting was adjourned at 10:15 p.m.

Respectfully submitted,

Maureen Murphy
Human Resources Manager

MINUTES

AD HOC CITY MANAGER SEARCH ADVISORY COMMITTEE

City of Des Moines

North Conference Room, 21630 11th Avenue South

March 24, 2016

CALL MEETING TO ORDER

The 2016 Ad Hoc City Manager Search Advisory Committee meeting was called to order at 4:40 p.m. by Councilmember Dave Kaplan.

ROLL CALL

Council present: Mayor Matt Pina; Mayor Pro Tem Vic Pennington; Councilmember Dave Kaplan (Chair).

Also present: Ron Holifield, CEO of Strategic Government Resources (SGR) and Human Resources Manager Maureen Murphy. The audience consisted of Finance Director Dunyele Mason.

PROJECT PLAN AND TIMLINE

The Committee discussed the selection process in general and set a tentative schedule for the City Manager selection process with the following dates in 2016:

| | | |
|-------------------|-----------------------|---|
| Tuesday, June 7 | 5:00 p.m. | Special Council Meeting executive session to select semifinalists |
| Thursday, June 30 | 5:00 p.m. | Executive Session Special Meeting to select finalists |
| Tuesday, July 19 | 8:00 a.m. – 4:00 p.m. | City tours for finalists |
| Tuesday, July 19 | 5:00 p.m. | Social event for the community to meet finalists |
| Thursday, July 20 | 8:00 a.m. – 4:00 p.m. | Interviews (several panels to be determined) |

POSITION PROFILE BROCHURE

The Committee reviewed the draft recruitment brochure and made some revisions to include a few minor changes that were recommended by Mr. Holifield and Ms. Murphy. Mr. Holifield noted all of the revisions and said he would have his staff finalize the brochure. He also discussed advertising strategies and outreach efforts to attract potential candidates.

FUTURE MEETINGS

Thursday, April 28, 2016 at 5:00 p.m. Ad Hoc Committee Meeting

ACTION ITEMS

No formal action was taken.

The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Maureen Murphy
Human Resources Manager