

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 TIMELINE

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