

# **MINUTES**

## **AD HOC CITY MANAGER SEARCH ADVISORY COMMITTEE**

City of Des Moines

North Conference Room, 21630 11th Avenue South

April 28, 2016

### **CALL MEETING TO ORDER**

The 2016 Ad Hoc City Manager Search Advisory Committee meeting was called to order at 5:00 p.m. by Councilmember Dave Kaplan.

### **ROLL CALL**

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

Also present: Human Resources Manager Maureen Murphy. Ron Holifield joined the meeting by telephone. An audience of several members of the public attended.

### **APPROVAL OF MINUTES**

The minutes were approved for the meetings on February 4, 2016, and March 24, 2016.

### **CONSULTANT'S STATUS REPORT**

Mr. Holifield explained that 16 applications had been received to date, which was about the number that would be expected at this phase of the recruitment, and he had no anxiety whatsoever about getting a good response to the recruitment.

Councilmember Kaplan shared a proposed interview process where all the finalists would be interviewed by five different panels:

1. City Council (executive session)
2. Citizens Advisory Council
3. Community Leaders
4. City Directors
5. City Staff Representatives

The Committee and Mr. Holifield agreed that the proposal would work well, and discussed the makeup of the interview panels in general. The Committee had several questions regarding how to go about collecting interview questions. After several attempts, the phone connection with Mr. Holifield was lost due to inclement weather in Texas.

The Committee discussed options for the panels to provide feedback to the Council, and whether panel members should provide written documentation to do so. They discussed who should be invited to sit on the City staff panel, with one representative from each bargaining/employee group, plus the City Clerk. The Committee discussed a meeting with the Citizens Advisory Committee a week or so in advance of the interviews to help them prepare them for the process.

They also discussed options for the evening reception on July 19, possibly including a question and answer session with questions from the audience drawn from a box by a master of ceremonies.

The Committee directed Mr. Holifield to present a clear agenda of the process at the next meeting, to include a timeline for solicitation of interview questions from the various panel members.

**FUTURE MEETINGS**

May 11, 2016, 5:00 p.m. Ad Hoc Committee Meeting

**ACTION ITEMS**

No formal action was taken.

The meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Maureen Murphy  
Human Resources Manager