

MINUTES OF THE COMMITTEE OF THE WHOLE
October 22, 2018
Auditorium

Present: Anderson, George, Litten, O’Leary, O’Malley, Rader

Also Present: Clerk Bach

Call to Order: 7:10 p.m.

AGENDA: Council Office Staffing discussion

Councilmember O’Leary referred to the draft deputy clerk job posting that was distributed. He remarked that if Council was agreeable to the posting then Human Resources could post it and move forward. He expressed open-mindedness to conducting interviews in a process similar to the Clerk selection process or a different process.

Councilmember O’Leary stated that he wanted to fully focus on hiring the Clerk before moving forward with filling the second position so that the Clerk could adjust to the role and assess the work flow. He expressed support for a part-time position with the option of possibly moving into a full time role in the future.

Several Councilmembers individually made statements supporting the plan to hire a part-time staff person after speaking with Clerk Bach and assessing her management of the workload.

The Committee discussed the content of the job description and suggested language be added to convey some of the nuances of the position such as being accountable to seven councilmembers and other considerations.

The Committee discussed the length of time the position should be posted and agreed on a period of 3 to 4 weeks at the discretion of HR.

The Committee discussed and decided upon the process of narrowing down applicants and agreed that HR would select the top 15 and that HR, Clerk Bach, and at least one member of Council will narrow the pool of 15 candidates down to 5. Council will proceed with interviews of the top 5 candidates.

Committee of the Whole adjourned at 7:43 p.m.