

Tuesday, December 5, 2017

Work Study Session

The meeting was held in the City Hall and called to order at 4:07 PM by Chair Tom Schoaf.

I. Call to Order

Attendee Name	Title	Status	Arrived
Diane Landis	Committee Member	Present	
Jack Wohler	Committee Member	Present	
Paul Faith	Vice Chair	Late	4:27 PM
David Ledyard	Committee Member	Late	4:09 PM
Brian Dalke	Committee Member	Present	
John Romack	Committee Member	Present	
Tom Schoaf	Chair	Present	

Staff present: Sonny Culbreth, Interim City Manager; Shelby Hennigan, Administrative Assistant.

II. Pledge of Allegiance

Chair Schoaf led the Pledge of Allegiance.

III. Business

A. City Manager Applicant Questions

Chair Schoaf stated this meeting was to discuss questions for the upcoming Skype interviews. Mr. Culbreth stated their binders have a list of sample questions, resumes, and reference checks of each applicant. The background reports were not provided, due to the fact that they included financial information, but he noted that all of the candidates passed the background check.

Chair Schoaf asked if all of the candidates were still interested in interviewing, and if so, were interview times set up. Mr. Culbreth confirmed that all candidates were interested and four of the five candidates will be available to interview on Tuesday, December 12th, as planned. Mr. Ian McGaughey has prior commitments, but is able to interview on Wednesday, December 13th. The Sub-Committee Members checked their schedules, and it was agreed that 1:00 PM December 13th, 2017 would be suitable for all members.

Mr. Wohler inquired about the interview process. Mr. Culbreth responded that interviewees will receive instructions prior to the day of the interview explaining how to set up Skype and what to expect when logging on for the interview. Chair Schoaf would like this to be a smooth and efficient process for all involved and does not want to risk any unexpected technological issues. Mr. Culbreth stated that Mr. Ben Ronquillo, head of the Finance and IT Department, will be available to set things up and he will have support from City Staff the day of the interviews.

Chair Schoaf directed the Sub-Committee's attention to the list of sample questions that was provided. He stated he believes the questions asked should be open ended; not something that can be answered with a simple yes or no. The goal is to have questions that allow for a thoughtful, quality response and allow the candidates' personality and leadership style to show through.

Mr. Wohler asked if the questions would be the same for each candidate and Chair Schoaf confirmed that in the interest of fairness, they would be. The City has used this format for interviews in the past.

Mr. Dalke asked if there were specific issues that the questions should delve into, for example planning or building experience. Chair Schoaf responded that experience in a certain field is a plus, but not a requirement. He stated that all of the candidates meet the minimum qualifications needed for the position, and as City Manager, they will have access to staff with expertise in specific fields or departments. However, questions about a candidate's insight and how they would approach a certain aspect of the job may be something that can help the Sub-Committee determine the individual's management style.

Ms. Landis stated that she liked the sample question regarding the City Manager always being on call. She feels it is a very important question to ask the candidates. Chair Schoaf agreed that the question is very pertinent to the City of Litchfield Park.

Mr. Culbreth pointed out that the City Council will also have an opportunity to question the candidates. Mr. Wohler asked if there was an idea of how many candidates should proceed to the interview with City Council. Chair Schoaf responded that there is no set goal to narrow down the number of candidates; any candidate that is qualified and does well in the Skype interview can be recommended to the City Council.

Chair Schoaf suggested that the Sub-Committee Members begin by narrowing down the list of questions and submitting a short list for a final list of 7-10 questions. Mr. Wohler asked if he could submit questions not on the sample list and Chair Schoaf confirmed that it is

acceptable. Mr. Dalke prepared a list of questions and submitted it to Mr. Culbreth. Chair Schoaf asked that all members have their questions turned in by Thursday, December 7, so that the final list can be ready prior to the interview.

Vice Chair Faith arrived and apologized for his late arrival. He was scheduled to be out of town, but was able to return early. Chair Schoaf briefly reviewed the earlier discussion and the Sub-Committee’s plan going forward.

Mr. Culbreth reminded the Sub-Committee that he would be out of the office for the interviews, but will attend remotely. He also asked the Sub-Committee if they would like to have lunch during the interviews, or break for lunch. It was agreed that light snacks would be provided.

Mr. Wohler inquired about the arrival time on December 12, 2017. Chair Schoaf proposed 9:30 AM, so that the members would be prepared to start interviews at 10:00 AM. Committee Member Romack reinforced that he thinks it is a great idea to have a trial run with the candidates and Skype to avoid any unexpected technological issues.

B. Approval of Minutes

MOVE TO APPROVE THE MINUTES OF THE NOVEMBER 21, 2017 CITY MANAGER SEARCH SUB-COMMITTEE MEETING.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John Romack, Committee Member
SECONDER:	Jack Wohler, Committee Member
AYES:	Schoaf, Faith, Romack, Ledyard, Landis, Dalke, Wohler

IV. Adjournment

There was no further business and the meeting was adjourned by unanimous consent at 4:40 PM.

APPROVED:

CITY OF LITCHFIELD PARK

Thomas L. Schoaf, Chair
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CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the special meeting of the City Manager Search Sub-Committee of the City of Litchfield Park held on **Tuesday, December 5, 2017**.

I further certify that the meeting was duly called and held and that a quorum was present.

Terri Roth, CMC, City Clerk