

**NEWBERG CITY MANAGER PRO TEM
RECRUITMENT SUBCOMMITTEE MINUTES
AUGUST 20, 2015, 12:00 PM**

CALL MEETING TO ORDER

The meeting was called to order at 12:00 p.m.

ROLL CALL

Members Present:	City Councilor Mike Corey	City Councilor Lesley Woodruff
	City Councilor Stephen McKinney	City Manager Pro Tem Terry Mahr
	City Attorney Truman Stone	Interim Human Resources Director Nancy McDonald

Ex-officio members Council President Denise Bacon and Mayor Bob Andrews

Staff Present: Sue Ryan, City Recorder
Doug Rux, Community Development Director

ORGANIZATION & DIRECTION OF SUBCOMMITTEE

MOTION: Corey/Woodruff moved to nominate Stephen McKinney to serve as Chair of the subcommittee. Motion carried (6 Yes/ 0 No).

Mayor Andrews had a list of potential candidates, which he had handed out. He said there was background on Bob Tardiff, the former Police Chief and Interim City Manager following the resignation of former City Manager Jim Bennett, and there was a letter from Chris Jordan. Any final recommendations would have to go to the Council for ratification. The only decisions the Committee would make would be recommendations. He would like to receive some consensus today for priorities of potential candidates to contact.

DISCUSSION OF CANDIDATES AND PROCESS TO APPOINT CITY MANAGER PRO TEM TO SERVE UNTIL A NEW CITY MANAGER CAN BE APPOINTED

Chairman McKinney asked the subcommittee to consider how to vet some of the names for consideration.

The committee worked its way through a list of potential candidates. They discussed Kent Taylor, Dennis Taylor, Dick Townsend, Ross Schultz, Don Otterman, Richard Mays, Dale Shaddux, Randy Cougler, Sarah Jo Chaplen, Greg Ellis, Jon Nelson, Larry Lehman, Chris Jordan, Eric Swanson, Elizabeth Comfort, Bob Tardiff, Steve Rhodes, Tony Rourke, Lee Elliott, and Paul Koch.

There was discussion on the criteria the committee wanted in a City Manager Pro Tem and whether those should be experience, vitae, accomplishments or qualifications ? There was discussion on whether the committee wanted someone who wanted the job long term or were they looking for someone who wasn't looking for the long term job, such as someone who was retired and didn't intend to use this for their future.

There was discussion on what the City needed most right now, someone who was a team builder and would bring the departments together and present the face to the community that Newberg was still open for business or someone who was detail oriented and would get the job done and a builder, leader, and healer. They also discussed having someone work with Department Heads but still allow them to do their job and that the Department Heads would feel comfortable to go to Council if there was a problem. As a City, they needed the process of healing and the interim needed to allow that to happen. There was discussion regarding putting someone up in the City's house on Illinois Street.

Mayor Andrews said there were constraints in the Charter for a City Manager Pro Tem and the Council would be doing more work. CA Stone clarified the Charter said the City Manager Pro Tem held all the duties and responsibilities of the position except hiring and firing.

There was further discussion on having someone run operations and not just put things on hold during the interim period. There was consensus to contact for more information about availability and prices: Kent Taylor, Dennis Taylor, Dick Townsend, Dale Shaddux, Randy Cougler, Jon Nelson, Bill Elliott, and Steve Rhoads.

CA Stone would check with Russ and Jay about the possibility of using the Illinois house for temporary housing.

IHRD McDonald said they needed someone very experienced, was used to being in situations that the City was currently in, and being the placeholder who got things done but focused on staff and bringing them back together. If they got someone on the retiree list who wasn't worried about their next job then they could come in and get the job done but could still serve the time period needed if they were collecting PERS. They needed to get them in but needed to talk about how much they were willing to spend.

SCHEDULING OF NEXT MEETING

The next meeting was scheduled for Wednesday, September 2nd, at 12 noon at City Hall.

ADJOURNMENT

Meeting was adjourned at 2:00 p.m.