

**NEWBERG CITY MANAGER
RECRUITMENT SUBCOMMITTEE MINUTES
December 14, 2015, 12 noon
CITY HALL (414 E. FIRST STREET)**

CALL MEETING TO ORDER

Chair McKinney called the meeting to order at 12:10 p.m.

ROLL CALL

Members Present: Chair Stephen McKinney Scott Essin Mike Corey
 Ex-officio members Denise Bacon, Bob Andrews

Staff Present: City Manager Pro Tem Steve Rhodes HR Consultant Nancy McDonald
 City Attorney Truman Stone Bob Murray, Murray & Associates

DISCUSSION OF RECRUITMENT WITH BOB MURRAY

Bob Murray talked about the development of a recruitment brochure and asked the subcommittee for input. He led a discussion on the tasks that the City Manager would be expected to work on for the City. Those identified by the subcommittee included downtown revitalization, UGB expansion, potential changes in the Fire Service, Council priorities and other projects that are in the development stage.

There was discussion on the recruitment process and how to involve the community, businesses and City employees. Bob recommended that the Council select 5-7 candidates for interview and screen those down to 2-3. After that the candidates would be interviewed by a panel(s) comprised of business people, citizens and employees that would advise the Council on the strengths and weaknesses of the candidates and the Council would use that information to conduct the final interviews.

The Mayor handed out the procedure that was adopted for the last recruitment and discussion followed on how to meet the statutory requirements for this recruitment. Councilor Corey made a motion to have the City Attorney and the City Manager come up with a process that was compliant with the statutory requirements. Seconded by Councilor Essin and passed. The process would be approved by the subcommittee at the next meeting and presented to the City Council at the January 19th meeting.

NEXT MEETING

The next meeting was set for Monday, January 4th at 12:00 p.m. in the City Hall conference room on the second floor.

ADJOURNMENT: The meeting was adjourned at 1:40 p.m.