

The City Manager Search Subcommittee

Conference Room A
Date: Monday, June 10, 2019

Portsmouth, NH
Time: 4:30 p.m.

I. Call to Order

Mayor Blalock called the meeting to order at 4:32 p.m.

II. Attendance

Present: Mayor Blalock, Assistant Mayor Lazenby, Councilors Pearson and Dwyer

Other: Joellen Cademartori, GovHR USA (via conference call)

III. Discuss the Recruitment Process and Timeline

Deputy City Manager Colbert Puff indicated we would first discuss the timeline. She informed the Subcommittee that Joellen would be visiting here June 25th through the afternoon of June 27th to meet with City Council, Department Heads and hold a public forum to discuss the recruitment profile.

Joellen indicated she would activate the email for individuals to provide feedback. She said she will need the Subcommittee to decide who they would like for community stakeholders to participate with the profile. She discussed and reviewed the questionnaire that would be used to develop the profile.

Councilor Dwyer asked how many people she would like for a community group. Joellen indicated it would be a focus group of 8-10 people. Councilor Dwyer said she would be interested in having several groups and would like special invitations to our Board and Commission members and non-profit business leaders. Councilor Pearson suggested a representative from the Chamber of Commerce, Pease Development Authority and Port Authority. Councilor Dwyer suggested separate interviews with the Fire and Police Commissions and the School Board. Councilor Pearson said a representative from the Portsmouth Naval Shipyard to have a voice being one of the largest employers in the area. Councilor Dwyer suggested the Portsmouth Housing Authority because they represent a large number of people in the community.

Deputy City Manager Colbert Puff asked how much time would be provided for a panel. Joellen said 1 hour. She said the invitation should have the questionnaire and Portsmouth email address attached therefore people can email her with their feedback or call her directly.

Mayor Blalock asked what would be a reasonable expectation for a day with Joellen. Joellen said she could come anytime maybe Tuesday and Wednesday afternoon and evening with 6 to 8 panels and then Thursday morning. Councilor Dwyer asked if she would interview City Councilors separately. Joellen said that is correct, she meets separately with each Councilor and they should allow for 30 minutes for each meeting.

Joellen said after receiving feedback she will send a few pages of text that will need to be approved which will be the general text for the profile. She said to expect to receive that information around July 3rd and they would advertise the week of July 15th.

Councilor Dwyer said this group could have a meeting based on the feedback received and make suggestions to Joellen and review the answers provided.

Deputy City Manager Colbert Puff said we could meet the week of July 8th and she would send everything to the City Council on July 3rd.

Assistant Mayor Lazenby said a final draft would go to the City Council by July 15th.

The Subcommittee agreed to meet on July 9th at 4:30 p.m. in Conference Room A.

Deputy City Manager Colbert Puff said we would bring the final format for July 15th but the text could change.

Joellen advised the Subcommittee that she needs 8 to 10 images of the City for the profile.

Deputy City Manager Colbert Puff asked if the deadline for resumes is August 9th. Joellen said that is the first deadline. She said most people apply towards the end of the deadline. Mayor Blalock asked for a deadline of August 16th. Joellen said interviews would be held in September and early October.

Deputy City Manager Colbert Puff asked when the recruitment report would be received. Joellen responded the week of September 9th with a meeting on September 16th. Deputy City Manager Colbert Puff said the City Council has a meeting on September 16th and could hold a Non-Public Session prior to the meeting starting time of 5:30 p.m.

Deputy City Manager Colbert Puff reported that the City conducts interviews the week of September 23rd and 30th but we could pick the specific dates. The Subcommittee agreed interviews will be the week of September 30th. Councilor Dwyer suggested telephone interviews and skype before the week of September 30th. Joellen responded that the week of September 30th interviews would take place with 6 to 8 people and second interviews would also be the same week.

Mayor Blalock expressed concern with starting the new City Manager in November or December.

Deputy City Manager Colbert Puff said she is going to have the City Council reserve the week of October 1st. Joellen said she would let candidates know that phone interviews would take place September 18th and September 19th.

Joellen said when vetting the candidates she likes to ask a few questions and have answers back in September which rounds out their application. She explained there would be 3 to 4 questions and the Subcommittee will pick them. She also indicated that she will need a salary range by the time we have the profile. Deputy City Manager Colbert Puff said the Council could hold a Non-Public Session on June 17th at 5:30 p.m. to discuss the salary range for the new City Manager. Joellen said you could have a range of salary and have that settled by July 15th. Councilor Dwyer said the salary list the Council used for bench marking for the Professional Management Association employees will have a list of communities. Joellen said candidates will want to know what the current manager is making and

some candidates will expect to make the same along with a benefit package. Joellen said she will need a copy of the current City Manager's contract.

Councilor Dwyer asked if a current search would include New England cities and could the Subcommittee be provided with salary ranges and benefits of those communities. Joellen said she did that for Westford, Massachusetts. Joellen also requested a copy of the list of communities used in the Fire Chief search.

Assistant Mayor Lazenby asked if we needed a decision on Monday. Mayor Blalock said we bring it to the City Council for a decision on July 15th.

Joellen said base salary is what we need and other parts of it could come later. Deputy City Manager Colbert Puff advised Joellen that the manager's contract is available on our website under the Human Resources Department. She also indicated that she has created a website for the City Manager Search for individuals to be able to follow the process.

Deputy City Manager Colbert Puff said she will establish a list of meetings for June 25th – June 27th. Councilor Dwyer said the Subcommittee might want to get the City Council feelings on the position profile survey that staff will be completing. Deputy City Manager Colbert Puff said she would send the survey out to the entire City Council for informational purposes. Joellen said employees will have 2 weeks to get information back.

Councilor Pearson asked Joellen to walk through the brochure that the panelist and City Councilors would be provided along with the outline. She said the general public can be given the questionnaire. Councilor Dwyer asked if there could be anonymous feedback.

Discussion took place regarding the type of survey that would be used and the Subcommittee agreed to use Survey Monkey as recommended by Joellen.

Councilor Dwyer said she wants the employees to provide feedback. Deputy City Manager Colbert Puff said she would provide the questionnaire. Joellen said she would receive the answers from Survey Monkey and would put them into the file format.

Mayor Blalock said the time line has the Council making a decision on a candidate on October 17th. Deputy City Manager Colbert Puff asked Joellen what is the notice period for a current city manager. Joellen said usually it is 30 days. She would ask the question ahead of time to know the time line for a notice to a current job.

At 5:30 p.m. Joellen left the conference call.

Deputy City Manager Colbert Puff said she will group 8-10 panels and send them out to the City Council to review. Mayor Blalock said panels could take place in the Chambers. Councilor Dwyer suggested 5 panels in addition to interviews for the City Councilors. Mayor Blalock said the panels are to set the perimeters of what you want in a city manager and what we should be looking at. Deputy City Manager

Colbert Puff said she would get out the special invitations to the Board and Commissions. Councilor Pearson said it is important to note that everyone is invited.

At 5:35 p.m., Councilor Pearson moved to adjourn. Seconded by Councilor Dwyer and voted.

Respectfully submitted by:

Kelli L. Barnaby, MMC/CNHMC
City Clerk