

**NOTICE OF MEETING  
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. APPROVAL OF MINUTES**
  - A. Minutes of December 10, 2014
- 6. VISITORS**
- 7. STAFF REPORTS**
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
  - A. Finalize City Manager Interview Questions
- 10. NEW BUSINESS**
  - A. Hiring Process
    1. Dates for telephonic and face to face interviews
    2. Public Input
- 11. INFORMATIONAL MATERIALS**
- 12. COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)**
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE COMMITTEE MEMBERS**
- 15. ADJOURNMENT/NEXT REGULAR MEETING is to be determined.**

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Session 14-05 a Regular Meeting of the City Manager Selection Committee was called to order by Chair Roberts at 4:00 p.m. on December 10, 2014 at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: Lewis, Roberts, Wythe, Van Dyke, Zak

STAFF: HR Coordinator Browning  
Deputy City Clerk Jacobsen

### **AGENDA APPROVAL**

WYTHE/VAN DYKE MOVED FOR THE APPROVAL OF THE AGENDA AS PRESENTED.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

### **PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**

Ken Castner, city resident, commented about process. He noted the positive comments about the previous City Manager selection process that were given at the last City Council meeting and that there is more information for an applicant for the Library Advisory Board provided to the public than for the City Manager. He has filed a records request for the questions that will be asked of the applicants, and also copies of their resumes and letters of recommendations. He doesn't agree with the closed manner in which they are proceeding with the process. He thinks the people have a right to know and to provide questions the group will ask applicants, also that the employees have interest in the process. This is too important of a position for people to just sit back and wait to be informed on who gets selected. He doesn't know what the interview questions are but the biggest question he has is how do they identify risk and manage risk. He would like that added and for them to open the process more.

### **RECONSIDERATION**

#### **APPROVAL OF MINUTES**

A. Minutes of November 24, 2014

WYTHE/ZAK MOVED FOR APPROVAL OF THE MINUTES AS PRESENTED.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

**VISITORS**

**STAFF REPORTS**

**PUBLIC HEARING**

**PENDING BUSINESS**

**NEW BUSINESS**

- A. Hiring Procedures
  - 1. Phone Questionnaire
  - 2. Face to Face Interview Questions

Mr. Castner was provided with their working list of questions and advised that they have discussed this information in the public portion of their meetings to date.

Chair Roberts confirmed the group had finalized the telephone questions and need to continue work on the face to face interview questions, picking it back up at question 6.

Question 6. Describe your thoughts on the role of government and their relationship to the private sector.

WYTHE/VAN DYKE MOVED TO CHANGE "THEIR" TO "IT'S"

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Question 7. Describe your approach to strategic planning and/or goal setting with the Council and staff.

WYTHE/ZAK MOVED TO PRECEDE THE QUESTION WITH COUNCIL HAS RECENTLY EMBRACED ITS "STRATEGIC DOING" PLANNING MODEL, THEN ASK IF THEY ARE FAMILIAR WITH THAT PROCESS AND/OR IF THEY CAN DESCRIBE THEIR APPROACH TO STRATEGIC PLANNING AND/OR GOAL SETTING WITH THE COUNCIL AND STAFF.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

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Question 8. How would you address risk management and at what point would you involve the attorney or council.

Add a question mark at the end of the sentence.

Question 9. What has been your most challenging issues in labor relations, personnel matters, and grievance procedures?

It was suggested that striking what has been your most challenging issues and changing it to what has been your experience will open up the discussion on the applicant's expertise and they may share better information than just the most challenging issue.

WYTHE/ZAK STRIKE WHAT HAS BEEN YOUR MOST CHALLENGING ISSUES AND ADD WHAT HAVE YOUR EXPERIENCES BEEN WITH LABOR RELATIONS, PERSONNEL MATTERS AND GRIEVANCE PROCEDURES.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Question 10. Comparing Homer with your previous employment what opportunities do you see for Homer? Do you have any ideas for economic diversification?

It was suggested that this question be stricken because applicants may not have knowledge of Homer. An alternative could be to ask what they have done for economic diversification in their previous jobs. It was also suggested to move it toward the end and ask what they know about Homer and from what they have learned from their research what are their ideas about economic diversification. They agreed to move it down and re-work the question.

Question 11. What is your opinion on the University of Alaska as an industry for Homer?

There was discussion this question was probably relevant 12 years ago, but with the expansion of the campus since then, the question could be stricken.

ZAK/WYTHE MOVED TO STRIKE THE QUESTION.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Question 12. How would you analyze the organizational structure of the City of Homer? What changes would you suggest based on your knowledge of the organization and its operational needs?

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There was discussion that the organizational structure isn't information that is readily available.

WYTHE/ZAK MOVED THAT THE PREAMBLE TO THIS QUESTION BE A REVIEW OF THE ORGANIZATIONAL STRUCTURE.

After reviewing the structure, then could lead in to how would you analyze the structure of the City of Homer and what changes would you suggest.

They addressed challenges of the question in that the organizational structure isn't defined anywhere and while it is important to obtain knowledge of the applicant's management style, this isn't the best worded question to get that information.

VOTE: NO: WYTHE, VAN DYKE, ZAK, ROBERTS

Motion failed.

It was suggested that after the telephone interviews the applicants who are selected for face to face interviews could be provided a packet of information to review and be prepared to talk about during their interview. Learning about the management style they have worked under is important and how it will blend into working here will be good information.

ZAK/WYTHE MOVED TO STRIKE THE QUESTION.

It was noted they can prepare a new question.

There was no discussion.

VOTE: YES: VAN DKYE, ZAK, WYTHE  
NO: ROBERTS

Motion carried.

Question 13. After reviewing city information and your meetings today what general comments do you have regarding the city?

No changes recommended. This question becomes number 10.

ZAK/WYTHE MOVED TO MAKE THE OLD NUMBER 10 THE NEW NUMBER 11.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

WYTHE/VAN DYKE MOVED TO STRIKE NUMBER 14.

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There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Question 15 (becomes #12). If you are selected as City Manager, what is your plan for the first 30 days you are in office?

VAN DYKE/WYTHE MOVED TO CHANGE IT TO IF YOU ARE SELECTED AS CITY MANAGER WHAT WOULD YOUR PLAN BE FOR THE FIRST THIRTY DAYS.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Question 16 (becomes #13) If offered the position when could you start?

No changes.

Question 17 (becomes #14) Do you have any questions?

No changes.

Discussion ensued regarding the wording for question 11 regarding economic diversity.

WYTHE/ZAK MOVED FOR NEW NUMBER 11 TO BE COMPARING HOMER TO YOUR PREVIOUS EMPLOYMENT WHAT IDEAS DO YOU HAVE FOR ECONOMIC DIVERSIFICATION?

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

There were no further amendments offered. They would like to have a question that will address the applicants work history and management style and structure. The group will be provided and updated copy to review and discuss at their next meeting.

WYTHE/VAN DYKE MOVED TO SUSPEND THE ORDER OF BUSINESS TO ALLOW AUDIENCE COMMENTS BEFORE MOVING TO EXECUTIVE SESSION.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Ken Castner, city resident, commented that the risk assessment question should be more of a proactive question relating to all departments rather than reactive. He hopes they can pull it out of the candidates to say they are proactive and will proactively challenge department heads to identify risks we might have and how they will manage them. Question 10, it is important to find out what their perception of the city is and what they perceive opportunities to be from afar. In the public safety building committee, they gave applicants the questions ahead of time and opened it up more as a conversation. It's an important key to a good interview. He thinks that if they do these things behind closed doors, it sends a message that this is the way we do business. He doesn't want anyone to think it's okay to come in and do business behind closed doors, but that we do things in the open in public, starting with their interviews. He thanked them for their forbearance.

B. Review and discussion of Applicants for City Manager Position/Interim City Manager

VAN DYKE/WYTHE MOVED TO GO INTO EXECUTIVE SESSION.

WYTHE/ZAK MOVED TO AMEND TO INCLUDE PRESENT STAFF IN EXECUTIVE SESSION.

There was no discussion.

VOTE: (Amendment) NON OBJECTION: UNANIMOUS CONSENT.

There was no discussion.

VOTE: (Main motion) YES: VAN DYKE, WYTHE, ZAK, ROBERTS.

Motion carried.

The committee adjourned to executive session at 4:40 p.m.

The committee reconvened at 5:10 p.m. Mr. Van Dyke reported that they reviewed additional applicants and to date have narrowed it down from 46 applicants down to 5. They did not discuss the interim City Manager during executive session.

## **INFORMATIONAL ITEMS**

### **COMMENTS OF THE AUDIENCE**

### **COMMENTS OF CITY STAFF**

HR Coordinator Browning confirmed that she will provide a revised copy of the questions for them to review prior to their next meeting. She advised that Mr. Yoder will be here on Monday and Tuesday to meet with Walt and visit the departments. They have extended a contract for Interim City Manager to Marvin Yoder he will be paid \$9,273 per month or 53.50 per hour.

**COMMENTS OF THE COMMITTEE MEMBERS**

There were no committee comments.

They agreed to schedule their next meeting on January 14<sup>th</sup> at 4:00 p.m. Mr. Zak advised that he will participate telephonically.

**ADJOURN**

There being no further business to come before the Task Force the meeting adjourned at 5:20 p.m. The next regular meeting is scheduled for January 14, 2015 at 4:00 p.m. at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

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MELISSA JACOBSEN, CMC, DEPUTY CITY CLERK

Approved: \_\_\_\_\_