

City of Portland

Search Committee



Thursday, July 6, 2023 at 8:00 AM

To submit written public comment on an agenda item, email atorregrossa@portlandmaine.gov. Submissions must be received by 12:00 pm the day before the Search Committee meeting to guarantee their inclusion in the agenda packet. All submissions must include the commenter's name and legal address. To help ensure your comment is submitted for the correct item, please include the name of the agenda item (see below).

REMOTE ACCESS INFORMATION:

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Hi there,

You are invited to a Zoom webinar.

When: Jul 6, 2023 08:00 AM Eastern Time (US and Canada)

Topic: Search Committee

Please click the link below to join the webinar:

<https://portlandmaine-gov.zoom.us/j/83832309475?pwd=R3RtRjY1SjNmRmlIQUR0SVA2SjJ3UT09>

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1. Call to Order.
2. Review and approve minutes of June 1, 2023.
 - a. June 1, 2023 Search Committee Minutes
3. Executive Session pursuant to 1 M.R.S. § 405(6)(A) to discuss Corporation Counsel candidates.
4. Discuss any changes to interview and hiring schedule.
5. Determine and set next meeting date (if any).
6. Adjournment.

**CORPORATION COUNSEL SEARCH COMMITTEE
MEETING MINUTES**

June 1, 2023, 8:00 am via Zoom

Committee Members Present: Mayor Kate Snyder, Councilor Pious Ali, Councilor April Fournier, Councilor Mark Dion

Other Council Members Present: None

Staff Present: Anne Torregrossa, HR Director

8:03 Call to Order

Motion to approve minutes of 5/24/23 (Dion); second (Fournier); passed 4-0.

Mayor Snyder opened the floor to public comment on the search materials, including the proposed job description, salary comparables, job posting locations and language, and salary recommendations. Hearing no public comment, the public comment session was closed.

The Committee discussed the job description, and Councilor Ali questioned the language regarding the essential functions of the job and how that would impact an applicant with a disability. Director Torregrossa explained that there is always an option for requesting a reasonable accommodation if an applicant or employee had limitations. The Committee made a few other changes to the job description.

The Committee discussed the recommended salary range of \$150-200K; the job ad language; and the process for posting the position and reviewing and interviewing applicants. The Committee determined that they would do an initial resume review; if a pre-screen of candidates was required, they would be screened over Zoom; and then final interviews would be in person.

The Search Committee circled back to the question regarding the physical requirements of the position. Director Torregrossa pointed out the language regarding reasonable accommodations in the job description. The Committee changed some language in the description to better reflect their concerns.

Motion to adopt the job description, as amended; the salary range of \$150-200K; the job posting locations; and the job ad language (Snyder); second (Ali); passed 4-0.

8:49 Motion to adjourn (Dion); second (Fournier); passed 4-0.