



City of Portland City Manager Search Subcommittee Meeting

Thursday, May 19, 2022 at 8:00 AM Via Zoom

REMOTE ACCESS INFORMATION:

The City manager Search Subcommittee will conduct this meeting remotely via Zoom pursuant to the Remote Meeting Policy adopted by the Portland City Council. Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live either in person or via Zoom, a recording will be available in the [Agenda Center](#) following the meeting.

For public comment via Zoom, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit *9. You will be unmuted by the host when it is time for public comment.

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1. Call to order
2. Approve Minutes of previous two meetings (April 21st and April 28th)
 - a. April 21, 2022 minutes
 - b. April 28, 2022 minutes
3. Executive Session: Review applications for City Clerk position
 - a. The Committee will go into executive session pursuant to 1 M.R.S. Section 405(6)(A) to discuss applications for the Council appointed position of City Clerk.
4. Determine next steps for City Clerk selection
5. Brief Update on City Manager Search RFP
6. Determine and set Next Meeting Date
7. New Business (5 minutes)
8. Adjournment

City Manager Search Subcommittee Minutes
April 21, 2022

The April 21, 2022 City Manager Search Subcommittee meeting was called to order by Subcommittee Chair, Mayor Kate Snyder at 8:05 AM on Zoom.

Mayor Kate Snyder (Chair), Councilor Mark Dion, Councilor Pious Ali, Councilor April Fournier Tom Caiazzo (Deputy Human Resources Director), Anne Torregrossa (Human Resources Director) and Jessica Grondin (Communications Director) were present.

The Mayor opened the meeting with introductions and went through the agenda and how the meeting will proceed. Mayor Snyder does not believe that this meeting will take up the entire hour. Mayor Snyder also noted that we have one public attendee with us.

Motion to approve the minutes from the April 14, 2022 meeting. The motion was made by Councilor Fournier and seconded by Mayor Snyder. The Mayor noted that there was no public comment on the previous minutes. Roll call vote Councilor Ali – yes, Councilor Dion – yes, Councilor Fournier - yes and Mayor Snyder – yes. Motion passed unanimously 4-0.

Mayor Snyder went over where we are to date with the City Clerk posting. We posted once and received eleven (11) applicants; none of which were deemed qualified. We have since reposted the position and it has been up for about one week with three weeks left on the posting. The City would like to get someone hired so there would be some overlap with the current City Clerk during the month of June 2022. Ideally, we would like to hire a permanent replacement for the retiring City Clerk. We have a shorter timeframe to complete the hiring process before the current City Clerk leaves in retirement.

The subcommittee discussed a salary range for the City Clerk position with significant input from the Human Resources director. The market analysis shows that there is room to increase the salary paid to the City Clerk position. The HR director also discussed the current non-union pay plan for the City as it relates to internal equity within the City.

The subcommittee moved on to the next agenda item to update the RFP process to hire a search firm to assist the City with hiring a new City Manager. Mayor Snyder updated the committee regarding the material that went out to the two firms that are the finalists in this process. A letter with questions were pre-submitted to the two firms with confirmation of interview times. Interviews are scheduled for April 28, 2022 from 2:00 – 4:00 and will be conducted via ZOOM.

The subcommittee set the next meeting for April 28, 2022. This meeting will entirely focus on interviewing the two search firm finalists.

Motion made to adjourn by Councilor Ali and seconded by Councilor Fournier. The motion passed unanimously. Meeting was adjourned by Chair Snyder at 8:25 AM.

City Manager Search Subcommittee Minutes
April 28, 2022

The April 28, 2022 City Manager Search Subcommittee meeting was called to order by Subcommittee Chair, Mayor Kate Snyder at 2:00 PM on Zoom.

Mayor Kate Snyder (Chair), Councilor Mark Dion, Councilor Pious Ali, Tom Caiazzo (Deputy Human Resources Director), Samantha Chapin (Purchasing Manager) and Jessica Grondin (Communications Director) were present. Also present were Edward Williams and Art Davis from the firm of Baker Tilly.

The Mayor opened the meeting with introductions and went through the agenda and how the meeting will proceed.

Edward Williams went over the presentation that Baker Tilly put together for this meeting. Councilor Dion respectfully interrupted the presentation and asked specifically what the advanced team from Baker Tilly were going to do between now and November, when the citizens of Portland will vote on the type of government it wants moving forward and the uncertain nature of the relationship between the Mayor and the City Manager. Baker Tilly shifted gears to respond to Councilor Dion's question.

At 3:00 PM, Joellen Cademartori and Michael Jaillet from GovHR joined the meeting. Mayor Snyder opened with introductions and explained what the presentation/interview would entail. Joellen went through the GovHR presentation. Mayor Snyder jumped in to explain that the City's questions most likely would revolve around how a search process would proceed given the uncertain nature of the relationship between the Mayor and the City Manager. Mike Jaillet took over the presentation for GovHR.

The interviews concluded and the subcommittee resumed the meeting to discuss the scoring criteria. The subcommittee did not feel that the original criteria fits as we are now trying to proceed with this process. The group decided to send a letter to each firm asking them to articulate how they would segment the process of searching for candidates for the vacant City Manager, separating the advanced work from the actual search.

The subcommittee set the next meeting for May 19, 2022.

Motion made to adjourn by Councilor Dion and seconded by Councilor Ali. The motion passed unanimously. Meeting was adjourned by Chair Snyder at 4:00 PM.