

MINUTES

ADVISORY SCREENING COMMITTEE FOR A NEW CITY MANAGER

OLD CITY HALL, 510 GREENE STREET

THURSDAY, APRIL 5, 2012

A regular meeting of the Advisory Screening Committee for a New City Manager of the City of Key West, Florida was held in Commission Chambers, Old City Hall, on Thursday, April 5, 2012.

The Madam Chair called the meeting to order at 3:33 p.m.

Answering roll call were Barry Barroso, Richard Klitenick, Sandra McMannis, Virginia Panico and Madam Chair Shirley Freeman.

Committee Member Sam Holland arrived at 3:38 p.m.

Committee Member Omar Garcia was absent.

Also present were Commissioners Jimmy Weekley and Tony Yaniz and City Clerk Cheri Smith.

The pledge of allegiance to the flag of the United States of America was given by all present.

APPROVAL OF AGENDA

It was moved by Mr. Klitenick and seconded by Ms. McMannis to approve the agenda. There were no objections.

APPROVAL OF MINUTES

1) March 22, 2012

It was moved by Ms. Panico and seconded by Mr. Klitenick to approve the minutes of March 22, 2012.

The Chair asked for objections, seeing none the minutes were approved.

PRESENTATION:

Colin Baenziger and Associates – Update on Recruiting Process

Mr. Baenziger went over the schedule of the interview process. The recruiting material is on his website. They have started to get resumes. He explained the higher quality of resumes are received on the third week of recruiting.

Mr. Baenziger will be back on April 17 to present approximately twenty Candidates to the Committee who he thinks are the best qualified. After the Committee decides on the list of applicants Mr. Baenziger will start the screening process (hopefully for seven to ten candidates). On May 17 the Committee will chose the finalist for recommendation to the City Commission. Mr. Baenziger stated he prefers around five finalist plus two alternates. Mr. Baenziger explained what he looks for in a candidate. He will email a sheet of factors to the Committee on what to look for in a City Manager, characteristics, skills, experience, etc.

Madam Chair Freeman went over the scheduled interview process. The City Clerk announced she had made arrangements for the social on June 1 at 5:30 p.m. at Double Tree, in the Sanctuary Room, compliments of the General Manager Michael Knowles. On Saturday, June 2 the Commission members interview candidates one-on-one, starting at 8:00 a.m. the interviews will be approximately 40 minutes each. After the individual interviews the Commissioners will interview the candidates as a group at Old City Hall. Mr. Baenziger explained the group interviews will be about thirty minutes with each candidate.

Mr. Baenziger suggested the Committee disband after the May 17 Committee Meeting. The City Clerk was asked to talk to the City Attorney for direction.

There was discussion concerning the time of the public group interviews. It was stated that Mr. Baenziger will give a timeline for the morning interviews and the City Commission could decide on the time for the public meeting. It was suggested for lunch to be provided during the one-on-one interviews.

ACTION ITEMS:

Recommendations to City Commission

It was recommended to the City Clerk to email the City Commissioners the interview schedule and also ask the City Attorney about disbanding the Committee.

There was no action taken on this item.

CITIZEN COMMENTS:

Bob Kelly – 1801 N. Roosevelt Blvd.

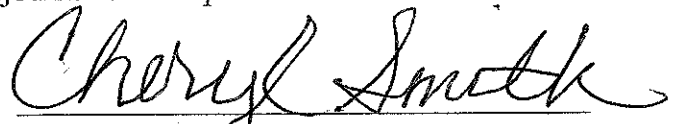
COMMITTEE COMMENTS:

None

Next Meeting Date April 17, 2012 at 6:00 p.m.

ADJOURNMENT:

There being no further business the meeting was adjourned at 4:18 p.m.


Cheryl Smith, MMC, CPM
City Clerk