



# Memorandum

To: City Council

From: Councilor Krintzman, Chair of the Programs & Services Committee

Re: Preparing for City Clerk/Clerk of the Council interviews and deliberation

Date: August 5, 2021

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At the Programs & Services Committee meeting on Tuesday, August 3, the Committee met to discuss the hiring process for the new City Clerk/Clerk of the Council. The Committee received advice from the Director of Human Resources and the City Solicitor. Ultimately, the Committee decided to schedule two separate meetings: one meeting at which the committee, and any other councilor choosing to participate, will interview all three finalists; and a second meeting at which the Committee will deliberate and select the single candidate to recommend to the full council.

The Programs and Services Committee will conduct both meetings remotely, over Zoom.

Each candidate will be asked a set of identical questions by members of the Programs and Services Committee. Additional time will be provided for questions from councilors in attendance, but that time will be limited depending upon the pace of the evening.

Lastly, the Programs and Services Committee also decided that Director of HR Michelle Pizzi-O'Brien, President Albright and I should work together to develop the questions to be used in the interview. The schedule will be as follows:

## **Tuesday, August 17 @ 5:00 pm**

The Committee will meet at 5:00 pm to review the process and the first interview will begin at 5:15 pm in order to provide sufficient time for each of the three interviews with a short break in between. Each interview is scheduled to last about 75 minutes.

## **Wednesday, August 25 @ 7pm**

The Committee will deliberate and select a single candidate to recommend to the full City Council.

**Note:** *This memo was updated on August 10<sup>th</sup> to correct the start time of the August 17<sup>th</sup> meeting to 5:00pm and to improve clarity.*

Thank you, and please reach out with any questions.