

**AD HOC CITY CLERK SELECTION COMMITTEE
SPECIAL MEETING MINUTES
WEDNESDAY, FEBRUARY 12, 2020
MUNICIPAL BUILDING, 151 MARTIN
CONFERENCE ROOM 202
1:30 P.M.**

I. CALL TO ORDER

The meeting was called to order at 11:00 A.M.

Present: Commissioner Hoff

Commissioner Sherman

Administration: City Manager Valentine, Human Resources Manager Myers, Acting City Clerk Arft

II. DISCUSSION OF CITY CLERK SELECTION

City Manager Valentine explained that the candidates for the Deputy Clerk position do not meet the requirements for the City Clerk position. He suggested that Ms. Bingham who was under consideration by this committee for the Clerk's position late in 2019, scored very close to the individual selected by the committee. He explained that the commissioners may want to consider Ms. Bingham for a City Clerk-designee while she becomes familiar with the City. He reminded the commissioners that the City had such a situation when Nancy Weiss was preparing to retire, and Laura Pierce was appointed as the City Clerk designee and then appointed as City Clerk. This environment lends itself to a similar arrangement.

City Manager Valentine noted Acting Clerk Arft's agreement to stay through the end of year to assist the Clerk and Deputy Clerk since both will be new to the City and its processes and procedures. The City would have full-time people in Clerk's Office for the next year.

Human Resource Manager Myers added that this period of tutelage occurs during the presidential election year. City Manager Valentine added we would get to assess their skill sets during that time.

Commissioner Hoff asked about the other applicants' level of experience. It was noted that they do not have as much election experience as Ms. Bingham. She noted that Ms. Bingham has primarily election experience, but not as much management or clerk experience.

HR Manager Myers shared a letter with the Commissioners Hoff and Sherman from Ms. Bingham after Mr. Allen withdrew of this year.

Commissioners Hoff and Sherman briefly reviewed the qualifications of the four other applicants for the Deputy Clerk position. Hoff noted that some applicants do not have a degree yet. Sherman asked how they have the qualifications to be Deputy Clerk. Myers said a large number had little or no experience in the Clerk profession.

City Manager affirmed that what he is proposing is to appoint Ms. Bingham a City Clerk designee. He noted that whomever we hire will be on a 12 month probationary period, and the way we have been able to develop a transition plan that we did not have before, helps the new employee be successful and learn Birmingham's operation which is valuable. We have a model of how it was done successfully before.

Commissioner Sherman shared his concern with the Deputy Clerk candidates' credentials as a whole.

Commissioner Hoff agreed and added that the interviews will be important.

Human Resource Manager Myers noted that he was looking more for the municipal experience rather than the degree.

Commissioner Hoff expressed that based on what we're seeing, we do not have a lot of options. City Manager added that if we can develop the individual in this kind of market, which is what you look for. We are seeing this in all positions across the board.

Commissioner Hoff asked if the individual does not work out during the probationary period, can they can be let go for no reason. City Manager Valentine stated that if there are deficiencies every effort would be made to work with them to improve before terminating. City Manager Valentine added the probationary period is a standard condition of employment.

MOTION by Hoff, seconded by Sherman:

To recommend the City Commission's appointment of the top City Clerk finalist candidate, Alexandria Bingham, as the City Clerk Designee, subject to negotiation of satisfactory terms, execution of an employment offer, and completion of a post-offer physical examination.

Commissioner Hoff asked what the starting range for Clerk is. Human Resource Manager Myers is \$77,752. The Clerk designee will be paid at that rate.

City Manager Valentine advised we will plan to proceed and advise the committee recommends this action, and then we will plan a subsequent meeting for her to be sworn in at March 9th meeting.

III. PUBLIC COMMENT

IV. ADJOURN

The meeting was adjourned at 1:55 P.M.