

**AD HOC CITY CLERK SELECTION COMMITTEE
SPECIAL MEETING MINUTES
TUESDAY, MARCH 7, 2017
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN
1:00 P.M.**

I. CALL TO ORDER

The meeting was called to order by Commissioner Sherman at 1:00 PM.

ROLL CALL: Present: Commissioner Bordman
Commissioner Sherman
City Manager Valentine
Human Resource Manager Taylor
Absent: None

Administration: Acting City Clerk Arft

II. CANDIDATE INTERVIEWS

The Committee interviewed Cherilynn Brown and Steven Gerhart, Jr.

The Committee recessed at 2:57 PM.

The Committee resumed at 3:00 PM.

III. FORMALIZE RECOMMENDATION

Human Resource Manager Taylor said that following the interviews of the two candidates by the Ad Hoc City Clerk Selection Committee, the candidate unanimously ranked #1 to recommend to the City Commission for appointment to the City Clerk position is Cherilynn Brown. Ms. Taylor added that prior to this interview, background checks were conducted on both candidates. There were no issues found in the investigation process, and the report indicated it was a satisfactory background investigation. She noted that Ms. Brown's current employer was notified of her participation in the selection process for the City Clerk position here, and the Detective Bureau did conduct a full investigation and found nothing of concern. Ms. Taylor explained that based upon the unanimous recommendation for Ms. Brown's selection by the Ad Hoc Selection Committee, her office will make contact with both candidates tomorrow.

City Manager Valentine suggested the Ad Hoc Committee formalize its recommendation to advance the top candidate, pending acceptance of the offer of employment with the City. We anticipate that on Monday, March 13, 2017, we will have a brief reception with the potential Clerk at 7:00 PM with the City Commission.

MOTION: Motion by Sherman, seconded by Bordman:

To formalize the recommendation of the Ad Hoc City Clerk Selection Committee that has been tabulated, subject to an employment offer being received and satisfactory terms negotiated for recommendation to the City Commission.

VOTE: Yeas, 4
Nays, 0
Absent, None

IV. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA

V. ADJOURN

The meeting was adjourned at 3:04 PM.

Cheryl Arft,
Acting City Clerk