

AGENDA
Keokuk City Council – Special Session
City Council Chambers, 415 Blondeau Street
Thursday, May 24, 2018
Time: 5:30 PM

1. Call to order
2. Pledge of Allegiance
3. Roll Call
4. Discussion of City Administrator Search Process
 - A. Closed Session Under Iowa Code 21.5(i) for Discussion of Applications Received
 - B. Open Session/ Discussion & Consideration of Authorizing Consultants to Offer Interviews to Certain Candidates
 - C. Open Session/ Discussion & Consideration of Interview Weekend Schedule- June 8-9, 2018
 - D. Final Comments and Questions
5. Adjourn



HINSON CONSULTING, LLC

LOCAL GOVERNMENT HIRING, PLANNING & FINANCE

May 20, 2018

To: Mayor & City Council; Keokuk, Iowa

From: Brent Hinson,
Hinson Consulting, LLC

Re: City Administrator Search Process- May 24 Meeting

Mayor and Council:

For your information, we have attached a proposed agenda for the May 24 meeting to narrow the search to finalists and to set the schedule for interviews.

As of this writing, we have received 23 applications for the City Administrator position. We may well receive several additional applications in the next few days, but we can state unequivocally at this point that we are pleased with the quality of applications we have received. The Council will be in the position of having numerous well-qualified applicants to choose from. As discussed at our previous meeting, our goal as consultants will be to bring you 8-10 qualified candidates, and have you narrow that down to approximately 5 candidates for in-person interviews on June 8-9. As we discussed last time, we will provide you details on the recommended qualified candidates in advance of the meeting on the 24th. Due to our tight timetable, we do not expect this to be until the evening of the 23rd. Unless we hear a different preference from you, we plan to provide a brief executive summary of the application materials for each recommended candidate, to simplify the process on your end, again given the tight timeline.

We are currently working on getting closed session/ confidentiality sign-offs from the best-qualified candidates, and will need to get these in advance for any applicants we discuss on May 24.

Hinson Consulting, LLC

*Brent Hinson, Principal; 1606 North 4th Avenue, Washington, Iowa 52353
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Discussion of Interview Weekend

Once you have determined the candidates to be invited June 8-9 for finalist interviews, you will be asked to exit closed session and we can then discuss the schedule and format for interview weekend. Based on our discussion last time, we propose that the interviews consist of 4-5 panels. We expect to conduct all of the interviews in closed session. We would prepare thematically distinct questions for each panel, to focus on particular focus areas for a position of this nature (if you have particular questions you like to ask in interview settings, please provide those to us in advance and we will try to work them in). After the completion of the interviews, the Mayor would convene the full Council for discussion of the interviews. Other participants in the interviews would be asked to weigh in. The Council would then need to determine direction: Are you ready to offer the position to someone and begin negotiations? Or, are you split between multiple candidates and feel you need to conduct a 2nd round of interviews with these top candidates? The goal laid out in our position profile is to have the Council in position to approve the hire on June 14, if consensus is attained on a preferred candidate.

We have attached a proposed schedule for the weekend. This format does make for a long day on Saturday, but given the importance of the process to Keokuk's future direction, we hope you will all feel very committed to seeing this process through to a successful conclusion. Keep in mind also that, per our agreement, the City will be responsible for arranging hotel accommodations and other advance coordination with the candidates, arranging for community tours, and setting up locations for the public reception and the interviews. One item in particular I would offer for your thoughts is whether you would like to offer a program for the candidates' spouses on Saturday.

Thank you for your consideration. Please feel free to reach out with any questions or concerns.

Hinson Consulting, LLC

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Keokuk City Administrator Search
Proposed Schedule for Interview Weekend

Friday, June 8:

<u>Time</u>	<u>Event</u>	<u>Responsible Party</u>
3-5 PM	City Tours for Candidates & Spouses	City/Chamber Ambassadors or similar groups
5:30-7PM	Public Reception	City
7:30-8PM	Candidate Debriefing/ Q&A on Saturday Process	Mayor/Outgoing CA/ Consultants

Saturday, June 9:

<u>Time</u>	<u>Event</u>	<u>Responsible Party</u>
7:30-8:15 AM	Group Breakfast	City
8:30-9:15 AM	Interview Group #1	City/Consultants
9:30-10:15 AM	Interview Group #2	City/Consultants
10:30-11:15 AM	Interview Group #3	City/Consultants
11:30AM - 12:45PM	Lunch/Break	City/Consultants
1:00-1:45 PM	Interview Group #4	City/Consultants
2:00-2:45 PM	Interview Group #5	City/Consultants
3:00-4:00 PM	Full Council Discussion & Determination of Direction	City/Consultants
4:00	Offer to Selected Candidate/ Begin Negotiations or Schedule 2 nd Interviews for Another Date	City/Consultants