

City of Hercules

Citizens Legal Issue Ad Hoc Committee

MINUTES – June 1, 2011

Members Present: Jennifer Ways, Phil Simmons, Toni Leance, Beth Bartke, Vice Mayor Myrna deVera, Councilmember John Delgado, City Clerk Doreen Mathews, Eric Williams, Susan Keeffe

Member Absent: Bill Kelly

Also Present: Mike Bowermaster

1. Minutes of May 18 and May 25

The Minutes of the Committee meetings of May 18 and May 25 were approved with the addition of Susan Keeffe as an attendee at the May 25 meeting.

2. Review and Approve a Request for Proposal for the Recruitment of a City Attorney/Agency Counsel

Beth prepared a draft Request for Proposal based on the City of Clayton's RFP and with changes proposed by the group at the meeting of May 25. The group reviewed the document and agreed on further changes. The document was then approved with the changes made by the group.

Beth will incorporate the changes into the document and circulate for final review. The goal is to get the document posted on the City website and in the online version of Western Cities by Friday, June 3. Other websites for posting were suggested and will be added to the list of posting locations. The deadline for submittal of an RFP is Friday, July 1, 2011.

3. Discussion and Preparation of Possible Interview Questions

It was decided that interviews would be in closed session format with just the committee members and alternates. The Human Resources Manager will attend the next meeting to give the committee guidelines for interviewing and confidentiality issues. The group discussed whether the committee should do initial interviews and then the City Council would also conduct interviews. We don't know how many candidates we will have as yet, so we don't know how much time to set aside for interviews. It was suggested that the interviews last close to one hour, with possibly a presentation by the candidate before questions are asked. There should be standard questions asked of each candidate with possible follow-up questions.

Chair Jennifer Ways asked that members submit their ideas for questions to her by email, and she will compile a list for the next meeting.

The meeting was adjourned at 8:45 p.m. until the next meeting on Wednesday, June 15, at 7:00 pm.

Respectfully submitted,

Beth Bartke