



WILDWOOD®

City Administrator Search Committee Meeting

Wednesday, March 6, 2019

6:00 PM

Wildwood City Hall

2nd Floor - Planning Department Conference Area

16860 Main Street, Wildwood, MO 63040

- I. Call To Order
- II. Roll Call
- III. Approval Of Minutes – February 19, 2019

Documents:

[III. 2-19-19 CASC DRAFT MEETING MINUTES.PDF](#)

- IV. Public Participation
- V. Meet With Representatives From GovHR USA To Discuss Their Draft Recruitment Calendar

Documents:

[V. GOVHR DRAFT RECRUITMENT CALENDAR.PDF](#)

- VI. Next Meeting – TBD
- VII. Miscellaneous
- VIII. Adjournment

The City of Wildwood will provide reasonable accommodations for persons attending City Council meetings. Requests for reasonable accommodations should be made by contacting Amanda Foster, City Clerk at 636-458-0440 or email at afoster@cityofwildwood.com at least 48 hours prior to the start of the meeting.



**CITY ADMINISTRATOR SEARCH COMMITTEE
RECORD OF PROCEEDINGS**

**WILDWOOD CITY HALL
COMMUNITY ROOM
16860 MAIN STREET, WILDWOOD, MO 63040**

**Tuesday, February 19, 2019
5:30 P.M.**

The meeting was called to order at 5:30 P.M. by Chair Dodwell.

A roll call was taken, with the following results:

Present	Absent
Council Member Gragnani	Council Member McCutchen
Council Member Manton	
Council Member Shea	
Council Member Dodwell	
Council Member Bopp	
Council Member Woerther	
Council Member Garritano	

Also present: Steve Cross, Co-Interim City Administrator
Kathy Arnett, Assistant Director of Planning and Parks
Niles Stephens, Council Member Ward Eight

APPROVAL OF MINUTES

A motion was made by Council Member Shea, seconded by Council Member Bopp, to approve the minutes from the February 6, 2019 meeting. A voice vote was taken, with a unanimous, affirmative result, and the motion was declared passed.

PUBLIC PARTICIPATION – NONE

RESPONSES FROM GOVHR USA TO SEARCH COMMITTEE'S QUESTIONS

Chair Dodwell noted answers to the Committee's questions had been provided by GovHR and were included in the packet. She noted some of the items that had been discussed included a thorough level of staff involvement in the process; the desire to discuss with the lead representative from GovHR the process at the Committee's next meeting; the potential for staff to convene in small groups with GovHR to ensure a collaborative effort; the desire to ensure Department Heads and Executive Staff are

interviewed by GovHR; the need to have consistent people throughout the process; the support by the Committee of use of online video for screening reviews of candidates; and the total cost estimated of this engagement at twenty-nine thousand dollars (\$29,000.00).

REFERENCE CHECK FEEDBACK

Chair Dodwell noted attempts have been made to reach a number of local contacts with recent experience with GovHR and requested Council Member Woerther inform the Committee of his discussion with these other community representatives.

Council Member Woerther noted he spoke with the Mayor of Ferguson, who was very happy with the selections from GovHR. The Mayor noted they've used them for the hiring of multiple positions over the last few years and have been pleased with its flexibility and the candidates it has produced.

Council Member Woerther then noted the feedback from the community representative in Maryland Heights was also positive, with the only negative comment being the final total of candidates that were to be interviewed was too many.

Finally, Council Member Woerther noted another local representative expressed concerns with SGR, noting that community believed there was a conflict, given candidates that were recruited and being placed, versus a search for new candidates.

Consensus was reached among the Committee Members that enough reference checks were completed and the Committee is ready to make a recommendation to the City Council supporting GovHR.

MISCELLANEOUS

A Resolution was drafted by the City Attorney and discussed among the Committee, with the following changes noted: the need to correct the former City Administrator's last day of employment; the desire to add the amount of the proposal; and the need to attach the proposal to the Resolution.

A motion was made by Council Member Woerther, seconded by Council Member Shea, to recommend a contract sum to not exceed twenty-five thousand dollars (\$25,000.00) with GovHR, as the City's firm for the City Administrator recruitment process. A voice vote was taken, with a unanimous, affirmative result, and the motion was declared passed.

Discussion was then held on the following: the desire to begin the process with GovHR and, as a first step, review its process, including a discussion on the potential for team building; the thought of using a local firm for team building activities; the issue that GovHR does not do team building activities, nor does it believe in the benefit of them before a City Administrator is hired; and the potential for adding a team building effort, after the hiring of the new City Administrator.

A motion was made by Council Member Woerther, seconded by Council Member Manton, to present to the City Council the draft Resolution, as amended. A voice vote was taken, with a unanimous, affirmative result, and the motion was declared passed.

NEXT MEETING – TUESDAY, MARCH 6TH, AT 6:00 P.M., IN THE 2ND FLOOR CONFERENCE AREA

Consensus was reached by the Committee for the next meeting to be held on March 6th, at 6:00 p.m. However, if the consultant was unavailable at this date and time, then the second choice for the next meeting would be March 13th, at 6:00 p.m. Chair Dodwell noted she would contact GovHR to check their availability.

ADJOURNMENT

A motion was made by Council Member Garritano, seconded by Council Member Manton, to adjourn the meeting. A voice vote was taken, with a unanimous affirmative result, and the motion was declared passed. With that action, the meeting was adjourned at 6:05 p.m. by Chair Dodwell.

DRAFT

City of Wildwood, MO
Draft Recruitment Calendar for the City Administrator Position
Dates are for illustrative purposes only

Date	Task
March 6, 2019	Consultant meets with Search Committee to discuss calendar, steps and processes desired by the City Council in its search process.
March 25 - 26, 2019 Note: City Council has a work session scheduled for March 25 th .	Consultant meets with Mayor, Search Committee, other Council members, Department Heads and possibly other stakeholders, and seeks input on candidate experience, background; organizational challenges, opportunities; community challenges, issues, etc.
April 1, 2019	Consultant submits draft Position Announcement for review and approval.
April 4, 2019	A. Position Announcement approved by the City, and ads placed by GovHR USA. B. Recruitment Profile submitted by the Consultant.
April 8, 2019	A. Recruitment Profile is reviewed and approved by City. B. Profile placed on GovHR USA Website and sent to potential candidates.
May 6, 2019	Deadline for resumes.
May 6 - 24, 2019	A. Consultant reviews resumes, interviews candidates, and conducts background reviews, due diligence, etc. B. Reference checks conducted. C. Consultant narrows field to 8 – 12 candidates for further consideration.
Week of May 27, 2019	Consultant's Recruitment Portfolio received by the Search Committee two – three days prior to the next step.
Week of May 27, 2019	A. Consultant meets with Search Committee to review the Recruitment Portfolio and discusses interview process. B. Search Committee chooses candidates to interview and determines process.
Week of June 10, 2019	City conducts tours, candidate reception (if desired) and 1st interviews.
Week of June 17, 2019	City conducts 2 nd interviews, if necessary.
Late July – Labor Day 2019 (depending on length of notice candidate required to give current employer).	New City Administrator begins employment.