



MEMORANDUM

TO: African American Resource Advisory Commission Chair
Asian American Quality of Life Advisory Commission Chair
Hispanic/Latino Quality of Life Advisory Commission Chair
Commission on Immigrant Affairs Chair
Mayor's Committee for People with Disabilities Chair
Commission on Seniors Chair
Commission for Women Chair
Human Rights Commission Chair

FROM: Mark Washington, Interim Assistant City Manager
Ray Baray, Chief of Staff

DATE: July 19, 2016

SUBJECT: Participation in the Interview Process for the Chief Equity Officer

As you are aware, the City of Austin is currently in the process of recruiting and hiring a Chief Equity Officer. The application deadline for the Chief Equity Officer ended June 3, 2016, and the Hawkins Company, the executive recruitment firm leading the search process, is in the process of screening and evaluating the applications.

In order for this to truly be an inclusive community process, we are planning a town hall meeting for the public to have the opportunity to interact with the top candidates, and to solicit their feedback. We anticipate this meeting will occur in the evening on Thursday, August 25th.

In addition to the town hall meeting, we invite each Board or Commission in receipt of this memorandum to send one representative to participate in the interview process for the Chief Equity Officer finalists. This meeting will allow time for the representatives to interview each finalist, with time included for a question and answer session. We are finalizing the details for this meeting, but anticipate it will occur from 8 a.m. – 5 p.m. on August 25th.

Please review this information with your fellow Board Members or Commissioners, and designate one person to represent your group at this meeting. Please send your choice of designee to Cindy Henson, Human Resource Consultant, at Cindy.Henson@austintexas.gov, or 512-974-9304, by Wednesday, August 17th. If you have any questions, or would like additional information, please contact Ms. Henson directly.

cc: Marc A. Ott, City Manager
Assistant City Managers
Joya Hayes, Interim Director, Human Resources Department
Cindy Henson, Human Resources Consultant
Commission Staff Liaisons