



**CITY MANAGER SEARCH ADVISORY TASK FORCE
REGULAR MEETING MINUTES**

Friday, May 19, 2017

The City Manager Search Advisory Task Force convened in a regular meeting on Friday, May 19, 2017 at Town Lake Center, 721 Barton Springs, Assembly Room, Room 130 in Austin, Texas.

Chair Laura Huffman called the Board Meeting to order at 2:10 p.m.

Board Members in Attendance: Laura Huffman (Chair), Saundra Kirk (Vice Chair), Claudia Conner, Susan Hambright, Perla Cavazos, Julio Gonzales Altmirano, Bill Spellman, Channy Soeur, Walter Muse, Admiral Bobby Inman, Jan Lehman.

Staff in Attendance: Mark Washington, Ray Baray, Joya Hayes, Debbie Maynor, Rod Crain, Lee Crawford, Trinh Bartlett, Jason Alexander, Deena Estrada, Lara Foss, Gary Luedecke, Sonya Alexander-Harry, and Cindy Henson.

1. CITIZEN COMMUNICATION: GENERAL

No one signed up for Citizen Communication.

2. STAFF BRIEFINGS

- a) Laura Huffman (Chair) began the meeting with all members in attendance and asked Task Members, City Staff and Russell Reynolds Associates to introduce themselves. Each Task Force Member introduced his or herself to meeting attendee. City of Austin Human Resources Director Joya Hayes introduced City Staff present. Steve Newton from Russell Reynolds Associates introduced himself.
- b) Deena Estrada, Business Process Specialist, City Clerk's Office provided an overview of Texas Open Meetings Act.
- c) Deena Estrada, Business Process Specialist, City Clerk's Office provided an overview of Task Force roles and responsibilities.
- d) Steve Newton, Area Manager for the Dallas and Houston with Russell Reynolds Associates gave a presentation and led discussion on the city manager search process and timeline.
- e) Sonya Alexander-Harry, Senior Business Process Consultant, Human Resources Department reviewed Council Resolution 20170413-027.

3. NEW BUSINESS

- a) Recommendation to present the proposed City Manager Search Task Force Work Plan to the City Council approval was approved on Task Force Member Bobby Inman's motion, Task Force Member Jan Lehman's second on an 11-0 vote.

- b) Recommendation to present the proposed schedule of future meetings identified in the Proposed City Manager Search Task Force Work Plan contingent upon to the City Council approval was approved on Task Force Member Inman's motion, Task Force Member Jan Lehman's second on an 11-0 vote.

4. Future Agenda Items

- a) Discussion on process for Employee Survey to City employees to get employee perspective on ideal candidate qualifications, characteristics and key community issues for next City Manager *(for June 12th Task Force Meeting)*
- b) Discussion of the role of Task Force beyond phase 1 of City Manager recruitment process
- c) Discussion on City Manager Recruitment Process *(for June 12th Task Force Meeting)*
- d) Discussion of ideal candidate qualifications, characteristics and key community issues for next City Manager Profile *(for the July 12th Task Force Meeting)*

7. ADJOURN

Chair Laura Huffman adjourned the meeting at 4:10 p.m. without objection.