

**Chief Judge Recruitment
Ad Hoc Council Committee**

**December 31, 2019 8:00 am to 9:30 am
Minutes**

Members in Attendance: Mayor Wade Troxell, Mayor Pro Tem Kristin Stephens, Teresa Roche, Chief Human Resources Officer, Jenny Lopez Filkins, Senior Asst. City Attorney, Jeanne Sanford, Paralegal, Catherine MacGowan, HR Benefits Partner.

A meeting of Chief Judge Recruitment Ad Hoc Council Committee (“Committee”) was held on Tuesday, December 31, 2019, at 8:00 am in the City Manager’s Commons Conference Room.

Agenda:

1. Call Meeting to Order
 - a. Review purpose and expectations of this ad hoc committee
2. Public Comments (limited to approximately 2 minutes per speaker)
3. Discussion items:
 - a. Align on approach and desired outcomes for ad hoc committee
 - b. Outline an action plan and timeline
 - c. Review and recommend an external search firm
 - d. Review draft position description
4. Adjournment.

Mayor Pro Tem Stephens participated by phone. Mayor Troxell called the meeting to order at 8:10 a.m. Mayor Troxell discussed the need to fill the position of Chief Judge due the retirement of the current chief judge and this committee being formed to help with that process and bring a candidate to the Council. It was noted Chief Judge Lane has been in her position for 34 years.

Teresa Roche discussed the agenda.

Purpose: Recommend a formal plan and schedule for Chief Judge recruitment and selection.

Outcome: New Chief Judge in role by June 1, 2020.

Start date for new hire: June 1. Chief Judge last day is July 3.

Draft recruitment and timeline discussed. Ms. Roche discussed efforts to gain insights from the city attorney; Ms. Roche also contacted the cities of Greeley, Westminster and Lakewood who all recently hired or are currently hiring chief judges. All hiring went internal – no search firms used.

Ms. Roche discussed a City RFP to retain an executive search firm for high level City positions, which took place in December 2019. As a result of that process, three search firms were selected. Only one firm has done a judicial hire in the past.

The Committee discussed the pros and cons of using an outside search firm. Mayor Pro Tem Stephens felt using search firm was valuable and provided services that help capture the values we want in a candidate. Ms. Stephens said she leans toward using such a firm. Mayor Troxell agreed as it does reduce risk but wanted more information about why an outside search firm is necessary to fill this position.

The Committee discussed the three search firms currently being contemplated, all of whom understand the public sector and Council-manager governments.

Search will be state-wide target market (not national).

Mayor Troxell indicated he would like more information before deciding whether to use a search firm to fill this position.

Ms. Roche posed another question to the Committee: As was done when the Chief of Police was hired, there were meetings between the key stakeholders in the community to see what they felt were important qualifications for this position. The Committee may need to have some of those conversations here. The internal meetings would include City Councilmembers, Carrie Daggett, Darin Atteberry and Kathleen Lane. The Committee agreed on 1x1 meetings to gather input.

External key stakeholders identified:

- Citizen Review Board
- Human Relations Commission
- Non-profits re: homelessness issue, juvenile cases
- Kim Medina, local Immigration attorney
- List of individuals from Patty Netherton (waiting on that).

Ms. Lopez Filkins noted the open meetings law that may apply to meetings that include more than two City Councilmembers. The Committee will discuss meeting schedule at a later date.

Timeline for recruitment and screening was discussed with February 15 as the target date for posting or advertising the position opening.

- Candidate evaluation and screening by February 28.
- Recommendation of candidates by March 13.
- Interviewing and selection process completed by April 30.
- Appointment of candidate by May 8 and start date of June 1.
- Onboarding and transition with incumbent by July 3.

Ms. Roche discussed keeping Council informed along this process. She would prepare an update with actions that need Council input. Mayor Troxell added that if more involvement was needed from Council, then we can adjust.

The Committee discussed the candidate pool and timing of such to keep Council informed.

Mayor Pro Tem Stephens stated the Committee may need an in-between step to see the bigger pool of candidates rather than just the last few.

Teresa Roche stated that objective may be accomplished through this Ad Hoc Committee.

Catherine MacGowan discussed the process of hiring and there may come a time in the selection process when the identity of the candidates applying for the position will need to be made public. Candidates will likely be made aware of this situation if they are still employed at the time of the interviewing and want to keep that private. They will have to make a choice at that point.

Teresa Roche noted she did a draft of a position description which was included in the Council packet. The Committee discussed the draft and stated it was a good place to start. May want to expand on and add cultural competency. Also considered was working with the student population in situations such as nuisance, the stadium and rental issue charges.

The Committee discussed whether and how much to engage Kathleen Lane in this hiring process. While it may be beneficial to draw from her insight and expertise, the Committee agreed that it may be best to engage Judge Lane as needed in this process. Another person important to engage in this process would be Patty Netherton as she plays a critical role in the day to day operations and pressures of Municipal Court.

Meeting adjourned at 9:53 am.