

**Chief Judge Recruitment
Ad Hoc Council Committee Minutes**

March 30, 2020 4:00pm to 5:12 pm

Members in attendance: Mayor Wade Troxell; Mayor Pro Tem Kristin Stephens; Council Member Susan Gutowsky; Teresa Roche, Chief Human Resources Officer; Jenny Lopez Filkins, Senior Assistant City Attorney; Catherine MacGowan, HR Business Partner; Lynda Byrnes, HR Business Support; Edward Williams, Executive Recruiter- BakerTilly.

A meeting of Chief Judge Recruitment Ad Hoc Council Committee (“Committee”) was held virtually via Zoom on Monday, March 30, 2020 at 4:00 pm.

Mayor Troxell called the meeting to order at 4:05 pm.

Mayor asks for Roll call of Attendees:

Susan Gutowsky
Kristin Stephens
Teresa Roche
Catherine MacGowan
Edward Williams
Jenny Lopez Filkins
Lynda Byrnes

Based on Emergency Ordinance Number 054, 2020, Mayor Troxell determined it would not be prudent for all committee Councilmembers to be present physically due to a health emergency. Mayor Troxell determined that the meeting should proceed virtually because the matters being discussed are pressing and require prompt action by City Council.

Mayor Troxell asks for approval of March 2, 2020 minutes.

Mayor Pro Tem Stephens moves to approve the minutes.

Ms. Gutowsky seconds the motion.

Approval by roll call:

Ms. Gutowsky - Yes

Mayor Pro Tem Stephens- Yes

Mayor Troxell- Yes

All in favor.

Mayor Troxell asks for approval of March 23, 2020 minutes.

Mayor Pre Tem Stephens moves to approve the minutes.

Ms. Gutowsky seconds the motion.

Approval by roll call:

Ms. Gutowsky – Yes

Mayor Pre Tem Stephens-Yes

Mayor Troxell- Yes

All in favor.

No one from the public attended the meeting, thus no public comments.

Following up from the last Committee meeting, Mr. Williams personally spoke with the six individuals that were selected as finalists. They discussed several factors, including authorization for background checks, which was due today, 3/30/20. Also, he discussed possible alternatives to face to face meetings as part of the interview process with the candidates. All candidates are open and aware there may be options for non-traditional methods of interviews, including possible virtual interviews.

Regarding the questions the Committee had about a candidate, Mr. Williams stated this candidate was unaware of the information on the Colorado Supreme Court's website. They are in private practice and they have since made the corrections necessary. There are no concerns at this time regarding that the candidate's compliance with the court's rules.

Regarding another candidate, Mr. Williams stated that they spoke about several things regarding any concerns and information regarding his separation from a prior employer. The candidate graciously provided written documentation, going into extensive detail, that Mr. Williams will provide to the Committee.

Mayor Troxell thanks Mr. Williams for the follow up and asks him to summarize the candidate's statement.

Ms. Roche asks if the Committee wants to move to an Executive Session to continue the discussion of the candidates.

Mayor Pro Tem Stephens makes motion to move into executive session as follows:

"I move that the Chief Judge Selection Process Committee go into executive session, as permitted under Article Two, Section Eleven of the City Charter, Section 2-31(a)(1) of the City Code and Colorado Revised Statutes Section 24-6-402(4)(f) (roman numeral one), for the purpose of discussing personnel matters involving the recruitment and selection of a new Chief Judge."

Ms. Gutowsky seconds the motion.

Approval by roll call:

Mayor Pro Tem Stephens- Yes

Ms. Gutowsky- Yes

Mayor Troxell- Yes

All in favor.

As presiding officer, Mayor Troxell announces that Committee moved to go into executive session, on Monday, March 30, 2020 4:23 PM with the following people also in attendance:

Susan Gutowsky

Kristin Stephens

Teresa Roche

Edward Williams

Catherine MacGowan

Lynda Byrnes

The executive session ended at 5:08 pm and the Committee continued its meeting in open session. Mayor declares that no decisions were made in the Executive Session.

Mayor looked for a motion to proceed with six candidates as finalists and proceed with a process Catherine MacGowan suggested.

Mayor Pro Tem Stephens moves to identify the top six candidates as finalists and moves that the Committee proceeds as follows:

April 3, 2020- announce candidates to the Public

April 10- information about six candidates to be provided to the City Council by Mr. Williams that will be integrated into previous information

April 20-21- Ad Hoc Committee will perform first stage of interviews

April 22- Candidates continuing will be interviewed by Council and others and a public forum will be conducted.

Ms. Gutowsky seconds the motion.

Roll call for approval:

Ms. Gutowsky- Yes

Mayor Pro Tem Stephens- Yes

Mayor Troxell- Yes

All in favor.

Committee takes into advisement the opportunity to meet once more between April 10 and April 20.

Meeting adjourned 5:12 pm.