

CITY COUNCIL CONFERENCE MINUTES

October 25, 2018

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in a conference at 5:30 p.m. in the Municipal Building Conference Room on the 25th day of October, 2018, and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray and the Norman Public Library at 225 North Webster 48 hours prior to the beginning of the meeting.

PRESENT:

Councilmembers Bierman, Carter,
Castleberry, Clark, Hickman, Holman,
Scott, Mayor Miller

ABSENT:

Councilmember Wilson

INTERVIEW POTENTIAL RECRUITMENT FIRMS TO ASSIST IN THE SEARCH FOR A CITY MANAGER.

Mayor Miller said Council will be receiving presentations tonight from two recruiting firms, Springsted Waters and Strategic Government Resources (SGR), to provide services to assist the City of Norman in its recruiting efforts for a new City Manager.

Springsted Waters

Ms. Sharon Klumpp, Senior Vice President with Springsted Waters, provided an overview of her background in recruiting and professional experience and said she would be the team leader for the search process if Springsted Waters is selected to move forward. She said Springsted Waters is one of the largest public sector executive search firms in the United States. Springsted Waters has a proven success record and process; the ability to modify the process to meet City needs; timely and high quality recruitment; outreach to diverse applicants; effective use of technologies; and a “triple guarantee” that commits our company to the City’s success.

Ms. Klumpp said the process would include one-on-one meetings with the Mayor and City Councilmembers; small group meetings with members of the City’s Leadership Team; one public meeting or community focus group; and an option for a web-based survey for community members and employees to provide input. She said City Council would fill out online assessments to determine skills needed for successful performance in the position and responses would be compiled into a Benchmark Profile. Candidates would complete an online assessment as well to determine how they match up against those skills.

Ms. Klumpp said the projected timeline would include profile development, advertising and candidate outreach – 6-8 weeks; applicant screening and assessment, selection of finalists – 3-4 weeks; background records check and reference checks – 2 weeks; on-site interviews – 1 week; employment offer made after interviews and offer accepted – 2 weeks.

Springsted Waters, continued:

Councilmember Carter asked for the typical number of candidates. Ms. Klumpp said in Asheville, Carolina, there were 70 applicants; however, you typically eliminate approximately 50%. She encouraged Council not to get concerned about the number of applicants, it is more about the quality of candidates and that is typically narrowed down to 10-15 applicants.

Councilmember Scott felt it was important that Council's expectations are met, but would also like a Staff survey included. Ms. Klumpp said a web based survey is developed to see what you do want, what you do not want, and other qualities you would like to have in your next city manager.

Councilmember Bierman asked at what point the community is brought into the process. Ms. Klumpp said it is good for Council to think about that now and how they see the community playing a role in the process. The web based survey could also be used as a community component. Mayor Miller said in the past what has happened in Norman is a citizen committee was formed and held public meetings and also participated in the interview process. Councilmember Carter said he felt like community involvement would be in the early phase when you are trying to determine what is desired for the next City Manager, but felt it was Council's responsibility to narrow to semi-finalist and finalist candidates.

Ms. Klumpp said Springsted Waters also performs a video recorded interview of the semi-finalists for Council to review.

Items submitted for the record

1. PowerPoint presentation entitled, "Norman, Oklahoma City Manager Search dated October 25, 2018"
2. Proposal from Springstead Waters to Provide Executive Recruitment dated September 7, 2018

Strategic Government Resources (SGR)

Ms. Kristin Navarro, Director of Recruitment and Business Development for SGR, provided an overview of her background in recruiting and professional experience and said she would be the lead recruiter in this search. She said SGR was founded in 1999 and is a full service firm specializing in executive recruitment, management consulting, training, and other services designed to promote innovation in local government. She highlighted SGR's five keys to a successful search as a comprehensive understanding of the unique culture, needs and desires of the organization and community; dynamic state of the art talent marketing that reaches a national candidate pool in a way that engages and makes them interested in the opportunity; candidate vetting that prevents surprises and ensures in-depth understanding of the position and organization; candidate understanding of the organization and community to minimize withdrawals late in the process to help ensure a successful conclusion; and a process that is smooth, seamless and user friendly for both candidates and the client.

Strategic Government Resources (SGR), continued:

Ms. Navarro said interactions with candidates include comprehensive questionnaires to gain different insights than typically available on a resume, online recorded videos to provide deeper insights on communication styles and how candidates approach particular issues, and comprehensive media searches. She said SGR also provides newspaper articles to candidates on a weekly basis to let them know some of the things going on in the community.

Ms. Navarro said the typical search is about a 12 week process after the development of the position profile brochure. The position is typically open for 30 days and the candidate pool is narrowed down to 8-12 candidates as semi-finalists. The semi-finalists will fill out an in depth questionnaire and participate in an online video recorded interview for Council’s review. That pool of candidates will be narrowed down to 4-6 candidates as finalists for face to face interviews.

Items submitted for the record


1. PowerPoint presentation entitled, “City Manager Search Overview dated October 25, 2018”
2. Proposal for Executive Recruitment Services, City Manager - Norman, Oklahoma, from Strategic Government Resources dated August, 2018
3. Executive Search Firm Reputation among City Management Professionals Report of Survey Results prepared for Strategic Government Resources, Inc., dated May 2018

Mayor Miller said Councilmembers can forward their preference to the City Manager and she will schedule an agenda item to secure the appropriate firm.

The meeting was adjourned at 7:30 p.m.

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ATTEST:



 City Clerk



 Mayor

