

CITY OF CARO SPECIAL COUNCIL MINUTES

Special meeting called to order March 15, 2010 at 6:00 p.m. by Mayor Tom Striffler

Present: Mayor Tom Striffler, City Council Dick Pouliot, Mike Henry, Joe Greene, Amanda Langmaid, Rick Lipan, Charlotte Kish

Absent: None

Others in Attendance: Karen Snider – City Clerk/Treasurer and William J. Baldrige, Executive Search Specialist with MML

AGENDA – Agenda items reviewed by Mayor Striffler.

PUBLIC COMMENT: None

SPECIAL AGENDA:

1. Review of Applicants and Selection of Those to be Interviewed – Mr. Baldrige, MML Executive Search Specialist reported that 46 applications were received. Six individuals have asked for confidentiality and two from that group made the short list. A total of 7 applicants were put on the short list for review by Council. Reference checks have been completed on all but one candidate. The short list was reviewed and discussion held. Council was given the opportunity to add to the short list. Council picked five candidates for interviews.
2. Review & Approval of Interview Questions – Consensus of Council is to do a written question. Mr. Baldrige will put this together. Also Council reviewed interview questions and cut them down to 24. Mayor Striffler will divide the questions for each Council member to ask. A Pre-Employment Inquiry Guide was handed out and members were asked to read the handout and familiarize themselves with what can and cannot be asked to candidates.
3. Set Interview Dates – Special council meetings were scheduled for March 20, 2010 at 8:30 a.m. with interviews starting at 9:00 a.m. and March 23, 2010 at 5:45 p.m. with interviews beginning at 6:00 p.m.
4. Other – None

Moved by Kish, seconded by Henry to adjourn the meeting at 7:35 p.m. Motion carried.

Meeting adjourned.

Karen J. Snider, City Clerk/Treasurer