



City of Clarksville

ACT Authority Hiring Committee

October 18, 2024 at 10:30 AM
Mayor's 4th Floor Conference Room
1 Public Square
Clarksville, TN

MINUTES

1. Public Comments

There were no public comments.

2. Call to Order

A meeting of the ACT Authority Hiring Committee was called to order by Chairperson Carol Clark on Friday, October 18, 2024 at 10:32 am.

3. Attendance

Present: Carol Clark, Keya Patel, and April Consulo

Additional attendees: Laurie Matta

4. Approval of Minutes

Meeting minutes from the October 4, 2024 meeting were not approved as they were not on the agenda.

5. Board Action

- a. Continue review and discussion of benefits information

Keya Patel will make a draft of the hiring criteria for the Executive Director position. Carol Clark asked if it would be beneficial to have someone discuss the possible benefits packages or have the City's Human Resources Department review theirs with the committee. Keya Patel posed that if the plan is to mostly align with the City's hiring process then there is no need to have an outside presentation of a benefit plan but the candidate who is hired can open the discussion if they want a plan different than the standard.

Carol Clark proposes using a blanket PTO plan rather than separate sick or vacation banks. Laurie Matta suggested using the floating holiday guidelines that the City's first responders use. Keya Patel to pull specific language regarding on call hours for the benefits description.

- b. Continue review and discussion of position description, job posting information, and required application materials

Members reviewed the current description of the Executive Director position. The question was posed what to post for the salary range; it was decided further discussion was needed. April Consulo asked if the flexible schedule and physical requirements should be added to the position description. She also asked if they should put the Grants Writing experience in the "preferred skills" section of the job description. Laurie Matta will review the Financial Management section of the application. Carol Clarks suggested that the hiring committee review the additional changes at the next meeting and asked members to think about the screening questions that they want asked on the HR portion.

Discussion regarding the staffing of the new Performing Arts Center and it falling under the discretion of the director with the ACT Authority approving any requested positions. Carol Clark brought up references for the job application process. The consensus was that no references will be asked for until they are farther along in the process.

The hiring committee will discuss next steps for the post applicant acceptance/interview process at the next meeting. Keya Patel offered to draft a structure of the interview process.

- c. Begin preliminary work on hiring timeline

Review of the timeline is planned for the next ACT Authority Hiring Committee meeting scheduled for 10/31/24.

- d. Discussion of other matters related to the recruiting and hiring process as needed

Will review the multi-process interview for candidates at the next meeting.

7. Adjournment

April Consulo made a motion to adjourn the meeting. Keya Patel seconded the motion. The meeting was adjourned at 11:27am.