



City of Clarksville

ACT Authority Hiring Committee

October 31, 2024 at 3PM
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 Thursday, October 31, 2024 at 3:00 pm.

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 and the October 18, 2024 meeting were approved.

5. Board Action

- a. Continue review and discussion of benefits information

Reviewed amended job description. ACT budget does not have to go before the City Council, file it with the Finance Department and stay within the City timeline to file the budget. Review screening questions prior to the next meeting.

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

Discussion was had about benefits allowance as opposed to a pre-chosen plan. Examples will be gathered from city and private entities.

c. Begin preliminary work on hiring timeline

Laurie Matta shared the NeoGov Website. Members will send screening questions to Ms. Matta. It was suggested to use insurance as a negotiation tool. Ms. Matta will find out what is currently offered at The Roxy.

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

Keya Patel made a motion to adjourn the meeting. April Consuelo seconded the motion. The meeting was adjourned at 4:00pm.