



City of Clarksville

ACT Authority Hiring Committee

October 4, 2024 at 10:00 AM
4th Floor Staff 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 4, 2024 at 10:05 am.

3. Attendance

Present: Carol Clark, Keya Patel, and April Consulo

Additional attendees: Laurie Matta and Angie Brady

4. Approval of Minutes

As this was the first meeting of the ACT Authority Hiring Committee, there were no prior meeting minutes to approve.

5. Board Action

Chairperson Carol Clark clarified that this was a working session only with no voting taking place.

- a. Review and discuss benefits information

Laurie Matta explained that Jack Turner & Associates had made recommendations for health plans. A representative is available to come to a meeting to present the different options. Laurie Matta went over what the City offers its employees (simple IRA, dental, vision, etc.) and proposed something similar for the Executive Director position for its benefits versus cost to the ACT Authority. Whether or not there is a vacation plan or a PTO program offered would need to

be determined by the ACT Authority. Laurie Matta also explained that there is reimbursement offered for travel to those coming in for interviews and that would need to follow the City's policy. Moving expenses are covered up to a certain amount for Executive and Deputy positions.

b. Review and discuss position description, job posting information, and required application materials

Chairperson Carol Clark handed out descriptions of similar positions for members to review along with links to those positions and suggestions for where to post the position opening. She stated that edits could be made to the Executive Director description that the ACT Authority created to make it more succinct.

April Consulo asked about the salary range being posted with the open position. Laurie Matta answered that the Human Resources department came up with the salary range and that what is posted is typically a limited range of the whole. Keya Patel asked how they would determine what end of the range to offer to each candidate. Suggestions were made to use the candidate's qualifications as a gauge/factor and make note of their desired salary range in the application.

Chairperson Carol Clark proposed coming up with a quick answer sheet for any questions that potential candidates may have. Laurie Matta stated that initial assistance from the City is available while the ACT Authority navigates their needs in terms of staffing and accounting.

Chairperson Clark suggested that they take the position info out of the hiring brochure and make it a separate document and put more organizational information into the brochure. The job description and screening questions would be a separate document. Suggestions were made for required application materials including a resume and cover letter. Keya Patel suggested that candidates submit a portfolio of work as verification of work experience in the second round of the hiring process. April Consulo countered with having it in the initial round. Laurie Matta suggested that after making through the application process, ask candidates to have the portfolio ready for the interview. Chairperson Carol Clark asked that the members review the job descriptions, consider what they want included in the hiring package, and what they want to have asked/included for the application submission.

c. Begin preliminary work on hiring timeline

Laurie Matte suggested that the hiring goal be no later than May due to the work needed on the budget. Chairperson Carol Clark suggested that the hiring date be earlier in the year, even if the start date would not be for a few months. April Consulo asked what the target date is for posting the position. Chairperson Carol Clark stated that it would need to be after the next ACT Authority meeting but ideally before Thanksgiving. Then the hiring committee could get together to review applications before making plans to interview in January.

Laurie Matta explained the application review process that the City uses and suggested it as a baseline for the hiring committee. April Consulo asked if members could look at submitted

applications prior to the meetings. Chairperson Carol Clark answered yes. Keya Patel asked about the public record requirements with reviewing applicant's personal information. Laurie Matta explained that there is specific language on the application that explains that.

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

Members will review materials before the next meeting.

6. Committee Discussion

Next meeting was scheduled for October 18th at 10:30am

7. Adjournment

Keya Patel made a motion to adjourn the meeting. April Consulo seconded the motion. The meeting was adjourned at 11:03am.