



City of Helena
City Commission Special Work Session
July 22, 2022 – 12:00 PM
City County Building, Room 326

Time & Place

A City Commission Administrative meeting was held on Wednesday, July 22, 2022 at 12:00 p.m. physically in the City County Building, Room 326.

Call to Work Session, Introductions

(00:02:33) The following responded present, either via zoom or in person:

City Attorney Dockter
Interim City Manager Burton
Commissioner Dean
Commissioner Logan
Commissioner Reed
Mayor Collins

Commission Comments, Questions

(00:02:46) There were no comments or questions by the Commission.

Commission Discussion

A. Recruitment/Application Process Commission Vacancy

- (00:03:44)** Commissioner Dean discussed the Commission Vacancy criteria.
- (00:05:04)** Commissioner Reed, Mayor Collins and Commissioner Logan discussed the term of appointment.
- (00:06:55)** Commissioner Dean, Attorney Dockter, Clerk Clayborn, and Mayor Collins discussed ballot position logistics.
- (00:10:56)** Commissioner Logan asked Clerk Clayborn about waiting to post the vacancy before clarification from the Elections Department.
- (00:11:36)** Commissioner Dean, Mayor Collins, Clerk Clayborn discussed the timeline for application and appointment, keeping budget agenda items to be voted soon.
- (00:15:08)** Clerk Clayborn asked the Commission how many final applications should be considered of the applicant pool.
- (00:18:22)** Commissioner Logan about the past processes for application and vacancy recruitment.



- (00:23:06)** Commissioner Dean asked about interview questions.
- (00:28:17)** Commissioner Dean asked about including language from the City Charter in application and recruitment materials.
- (00:29:28)** Clerk Clayborn asked about the list of requirements and local issues.
- (00:30:34)** Human Resources Director McMahon clarified requirements and offered language recommendations.
- (00:31:55)** Attorney Dockter asked how the application will show that the requirements are met and adding language to the public service announcement.
- (00:35:20)** Commissioner Dean asked about the requirement for the applicant to notify the public of aptitude and/or demonstration of leadership experience.
- (00:51:34)** Clerk Clayborn summarized the public service announcement language.
- (00:52:52)** Commissioner Dean asked about the use of a scoring rubric.
- (00:53:58)** Commissioner Reed asked about the logistics of each interview.
- (00:55:33)** Commissioner Dean asked about the number and selection of interview questions.
- (01:02:08)** Commissioner Dean asked about scheduling interviews.
- (01:05:46)** Clerk Clayborn clarified Commissioner logistics.

Public Comment

- (01:10:04)** There were no further comments or questions by the Commission and/or public.

Adjournment

- (01:10:18)** There being no further business before the Commission, the meeting adjourned at 01:11pm.