

I. CALL TO ORDER

The special meeting of the Matanuska-Susitna Borough Assembly was held on April 3, 2006, at the Borough Lower Level Conference Room, 350 E. Dahlia Avenue, Palmer, Alaska. The special meeting was called to order at 4 p.m. by Mayor Timothy L. Anderson, for the purpose of holding a discussion regarding the Borough Attorney interview process.

II. ROLL CALL

Assembly members present and establishing a quorum were:

Ms. Lynne Woods, Assembly District No. 1
Mr. Bill Allen, Assembly District No. 2
Mr. Talis J. Colberg, Assembly District No. 3
Ms. Mary Kvalheim, Assembly District No. 4
Ms. Cindy L. Bettine, Assembly District No. 5
Mr. Jim Colver, Assembly District No. 6 (*Deputy Mayor*)

Assembly members absent but excused were:

Ms. Betty Vehrs, Assembly District No. 7

Staff in attendance were:

Ms. Michelle M. McGehee, CMC, Borough Clerk
Ms. Marian Romano, Acting Manager
Ms. Lonnie R. McKechnie, Executive Assistant to the Borough Clerk
Ms. Patricia Von Ah, Human Resource Manager

III. APPROVAL OF AGENDA

Mayor Anderson inquired if there were any changes to the agenda.

GENERAL CONSENT: The agenda was approved without objection.

IV. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by members of the Assembly.

V. ITEMS OF BUSINESS

**A. DISCUSSION REGARDING THE BOROUGH ATTORNEY INTERVIEW PROCESS
AND APPLICATIONS**

Assemblymember Colver:

- spoke regarding interviewing all of the applicants that applied for the Borough Attorney position; and
- opined that the evaluations need to be done in the Matrix format individually.

Discussion ensued regarding:

- the Matrix process;
- the experience that is needed for the Borough Attorney position;
- the process for the Assembly to conduct the interviews;
- the Assembly's interview questions;
- the circulation for the advertisement of the position;
- concerns regarding the number of applications received;
- extending the recruitment period; and
- the places to re-advertise the position.

Ms. Von Ah:

- spoke regarding extending the recruitment period; and
- spoke regarding the organizations that the position can be advertised with.

MOTION: Assemblymember Allen moved to extend the advertising for the Borough Attorney position for 30 days, for additional advertising and to notify current applicants regarding the extension.

Discussion ensued regarding the re-advertisement of the position.

VOTE: The motion passed without objection.

Discussion ensued regarding:

- the ranking process of the applicants;
- the interview questions and the reasons for having a structured interview process;
- the process for checking references of the applicants; and
- the Borough's policy for paying moving expenses.

Mayor Anderson queried if there was any objection for the Assembly to review the applications on May 9, 2006, and to schedule applicant interviews on May 16, 2006, and May 18, 2006.

There was no objection noted.

VI. AUDIENCE PARTICIPATION

(There was no one present who wished to testify.)

VII. MAYOR, ASSEMBLY, AND STAFF COMMENTS

Ms. Romano:

- stated that it would be beneficial to have a Matrix that included each of the criteria that is included in the Borough Attorney's job description; and
- commented that the Assembly may want a copy of the job description to help them formulate questions for the applicants.

Assemblymember Woods spoke regarding attending a lecture at the University of Alaska regarding societies that have failed and have succeeded.

VIII. ADJOURNMENT

The regular meeting adjourned at 5:05 p.m.

/ S /

TIMOTHY L. ANDERSON, Borough Mayor

ATTEST:

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MICHELLE M. MCGEHEE, CMC, Borough Clerk

Minutes approved: 04/18/06