



**CITY OF SURPRISE**  
**Recruitment Sub-Committee Meeting**  
**16000 N. Civic Center Plaza**  
**Surprise, AZ 85374**  
 Tuesday, April 18, 2023 @ 5:15 PM  
 COUNCIL CHAMBERS

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Current Events and Reports
- E. Staff Reports
- F. Recruitment Committee Agenda

**CALL TO THE PUBLIC:**

**INSTRUCTIONS:** In order to address the Board\Commission, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the Secretary before the meeting begins.

Note: A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission only on issues within the jurisdiction of the Board\Commission which are not an item on the agenda. At the conclusion of the open call, the Board\Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

**CONSENT AGENDA:**

- |    |          |  |                 |
|----|----------|--|-----------------|
| 1. | Internal | Consideration and action to approve the Recruitment Subcommittee Meeting Minutes of April 6, 2023.                   | Human Resources |
| 2. | Internal | Consideration and action to approve the Recruitment Subcommittee Executive Session Meeting Minutes of April 6, 2023. | Human Resources |

**REGULAR AGENDA ITEM - NON-PUBLIC HEARING:**

- |    |          |   |                 |
|----|----------|---|-----------------|
| 3. | Internal | Consideration and discussion pertaining to the finalist candidates for appointment to the position of City Clerk. | Human Resources |
|----|----------|---|-----------------|

- G. Other Business and Future Agenda Items
- H. Executive Session

For information purposes: Upon a public majority vote of a quorum (“Commission”), the Commission may hold an executive session, which will not be open to the public, but for only the following purposes: discussion or consideration of records exempt by law from public inspection (A.R.S. §38-431.03(A)(2));

or discussion or consultation for legal advice with the attorney or attorneys of the public body (A.R.S. §38-431.03(A)(3)).

Confidentiality Requirements: Pursuant to A.R.S. §38-431.03(C)(D), any person receiving executive session information pursuant to A.R.S. §38-431.02 shall not disclose that information except to the Attorney General or County Attorney or by agreement of the Commission, or as otherwise ordered by a court of competent jurisdiction.

The Commission may vote to hold an executive session for the purpose of obtaining legal advice from the Commission’s attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

Consideration and action to recess into executive session to discuss and consider finalist candidates for appointment to the position of City Clerk pursuant to A.R.S. 38431.03(A)(1).

I. Adjournment

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SHERRY ANN AGUILAR, CITY CLERK, MMC

POSTED: Monday, April 17, 2023 @ 9:00 AM (Amended on 4/17/2023 @ 4:12 PM to change the meeting start time from 3:00 PM to 5:15 PM)

**SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR TTY 623.222.1002, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.**



The following are the minutes from the City of Surprise Recruitment Sub-Committee meeting held at 8:30 a.m. Thursday, April 6, 2023. The meeting was held in City Hall, Council Chambers.

**A. Call To Order**

Chair Skip Hall called the meeting to order at 8:30 a.m.

**B. Roll Call:** Mayor Skip Hall, Chair – Present  
Vice Mayor Chris Judd – Present  
Council Member Aly Cline – Present

**In attendance:** City Attorney Robert Wingo, Legal Counsel  
Donna Meuse, Director of Human Resources  
Joesette Frausto, Human Resources Manager

**C. Pledge of Allegiance – Completed**

**D. Current Events Reports - None**

**E. Staff Reports – None**

**F. Call to the Public – None**

**Consent Agenda:**

- 1. Consideration and discussion pertaining to candidates for appointment to the position of City Clerk.**

**Motion to ENTER Executive Session:** Chris Judd  
**Second:** Aly Cline  
**Opposed:** None

DISCUSSION ENSUED DURING EXECUTIVE SESSION, WHICH TOOK PLACE FROM 8:32 A.M. to 8:54 A.M.

Chair Skip Hall stated that the applications had been reviewed and the subcommittee selected three candidates to move forward to the next step in the recruitment process. Staff was directed to coordinate the interviews and notify applicants accordingly.

**G. Other Business and Future Agenda Items - None**

**H. Executive Session**

1. Consideration and action to recess into executive session to discuss and consider candidates for appointment to the position of City Clerk pursuant to A.R.S. 38431.03(A)(1).

**I. Adjournment**

Motion to adjourn at 8:56 a.m. – **APPROVED**

**Motion to Adjourn:** Aly Cline

**Second:** Chris Judd

**Opposed:** None

**Meeting Minutes Approval:**

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Mayor Skip Hall, Chair  
Recruitment Sub-Committee

**CERTIFICATION:**

I, Donna Meuse, Human Resources Director for the City of Surprise, Maricopa County, Arizona, do hereby verify that these are true and correct meeting minutes of the Recruitment Sub-Committee of **Thursday, April 6, 2023.**

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Donna Meuse, Director of Human Resources



**CITY OF SURPRISE  
Recruitment Sub-Committee Meeting**

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Council Meeting Date: April 18, 2023  
Submitting Department: Human Resources  
Staff Recommendations:

Contact Person:  
District: Internal

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Consent: No      Regular: No      Public Hearing: No      Report/Discussion: No

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**Agenda Wording:**

Consideration and action to recess into executive session to discuss and consider finalist candidates for appointment to the position of City Clerk pursuant to A.R.S. 38431.03(A)(1).

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**Motion:**

I move to recess into executive session for the purpose noticed.

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**Background:**

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**Objective Analysis:**

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**Policy Compliant:**

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**Financial Impact:**

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**Budget Impact:**

**FTE Impact:**

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**ATTACHMENTS:**

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