



MEMORANDUM

TO: Mayor and Council

FROM: Mark Washington, Assistant City Manager
Ray Baray, Chief of Staff

DATE: August 19, 2016

SUBJECT: Chief Equity Officer Recruiting Update

The purpose of this memorandum is to provide an update on staff's progress with the recruitment of the Chief Equity Officer for the City of Austin and to invite you to attend the town hall meeting.

The application deadline for the Chief Equity Officer ended on June 3, 2016. The executive recruiting firm leading the search process, The Hawkins Company, as well as a team from the City Manager's Office has identified the top four candidates that will participate in panel interviews and a town hall meeting on Thursday, August 25, 2016 at the Palmer Events Center. We wanted to take this opportunity to outline that process.

Panel Interviews

The panel interviews will be conducted during the day on August 25th. One panel will consist of City Department Directors and the other panel will consist of community organizations. A representative from each of the following groups has been invited to participate on the community interview panel:

- African American Resource Advisory
- Asian American Chamber of Commerce
- Asian American Quality of Life Advisory
- Austin Gay and Lesbian Chamber of Commerce
- Austin Interfaith
- Austin Justice Coalition
- Commission on Immigrant Affairs
- Commission on Seniors
- Commission on Women
- Greater Black Chamber of Commerce
- Greater Hispanic Chamber of Commerce
- Hispanic/Latino Quality of Life Advisory
- Human Rights Commission
- LULAC
- Mama Sana/Vibrant Woman
- Mayor's Committee for People with Disabilities

- NAACP
- Undoing Racism
- University of Texas – Diversity & Community Engagement
- Urban League

Town Hall Meeting

The town hall meeting will be held during the evening on August 25th, at the Palmer Events Center from 6:30 p.m. to 8:30 p.m. This will be open to the public. Each candidate will give a short presentation, and then will be available to meet with attendees. Attendees will be asked to complete information to document their impressions. The feedback from the panel interviews and the town hall meeting will be provided to the City Manager for his consideration.

Please contact my assistant, Trinh Bartlett at 512-974-2544 or via her email at trinh.bartlett@austintexas.gov by Monday at 12 pm if you plan to attend the town hall meeting. Confirming your attendance will allow us to know if there will be a quorum, and if so, we will ensure the meeting is posted appropriately. Should you have any questions or need additional information, please do not hesitate to contact me.

cc: Marc A. Ott, City Manager
Assistant City Managers
Chief of Staff