

**TOWN OF GYPSUM, COLORADO**

**RESOLUTION NO. 09 (SERIES 2021)**

**A RESOLUTION FORMALLY ESTABLISHING THE TOWN COUNCIL PERSONNEL COMMITTEE, APPOINTING ITS MEMBERS, SETTING FORTH THE COMMITTEE'S RESPONSIBILITIES AND PROVIDING THE SELECTION PROCESS FOR APPOINTING A NEW TOWN CLERK**

WHEREAS, Town Council desires to provide a process for selecting a new Town Clerk; and

WHEREAS, Article V, section 5.3 of the Gypsum Home Rule Charter ("Town Charter") requires Town Council to appoint the Town Clerk; and

WHEREAS, other provisions of the Town Charter also require the appointment of other Town officials by Town Council; and

WHEREAS, the Town Council Personnel Committee ("Committee") has historically consisted of the Mayor and Mayor Pro-Tem; and

WHEREAS, Town Council hereby finds, determines, and declares that such a Committee can serve a valuable preliminary and advisory role for Town Council by providing preliminary consideration of personnel matters, focus issues, and do so more quickly and efficiently than might be the case with full Town Council involvement; and

WHEREAS, it is appropriate for Town Council to define the role and authority of the Committee in general and specifically related to the current Town Clerk appointment process.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Gypsum, Colorado, as follows:

1. Appointment of Town Council Personnel Committee – Responsibilities.  
There is hereby created the Town Council Personnel Committee.

(a) The Committee shall consist of the Mayor and the Mayor Pro-Tem.

(b) The Committee shall:

(i) Advise the Town Council on matters relating to personnel policies, personnel practices, hiring, evaluation and supervision, compensation and benefits for employees, officers, and contractors who do not fall under the hiring authority of the Town Manager.

(ii) Upon the request of the Town Manager or direction of the Town Council, consult with and advise the Town Manager on personnel matters relating to employees, officers, and contractors who fall under the hiring authority of the Town Manager.

2. Town Clerk Appointment Process.

(a) The Committee shall direct staff to advertise for candidates.

(b) The Town Manager, the Assistant Town Manager, and Human Resources Director shall review applications for minimum qualifications and forward applications of the most qualified candidates (generally 3 to 5) to the Committee. Minimum qualifications shall be as set forth in the applicable position description, request for bid or proposal, notice, or similar solicitation. All applications will be available to the Committee upon request.

(c) The Committee shall screen the most qualified candidates selected under paragraph (b) of this paragraph (2) and select the most highly qualified candidates for initial interviews.

(d) The Committee shall conduct interviews of the most qualified candidates (generally 3 to 5) as part of the Committee's review.

(e) The Committee will present a list of finalists to the Town Council. The list of finalists will include at least 2 candidates if there are 2 or more candidates who meet minimum qualifications, and generally contain no more than 3 candidates. The Committee may include a recommendation regarding which candidate or candidates it believes are the best qualified. Names and applications of all applicants will be available for review by Town Council, if requested. Names and applications of all candidates who are not finalists and who have requested their names and applications be kept confidential will be kept confidential and not available to the public.

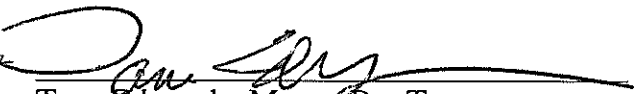
(f) Town Council will take such action as it deems appropriate. Action may include accepting a hiring recommendation of the Committee, making a hiring decision without additional interviews, interviewing any or all finalists, opening consideration to non-finalists, seeking additional candidates, or taking such other action as Town Council deems appropriate. Town Council deliberations and decisions will be made in a public meeting, and decisions will be made by majority vote on a proper motion.

3. Severability. If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.


4. Effective Date. This Resolution shall take effect and be enforced immediately upon its approval by the Town Council.

ADOPTED this 9<sup>th</sup> day of February, 2021.

TOWN OF GYPSUM

By   
Tom Edwards, Mayor Pro Tem

Attest:

  
Lily Ludewig, Interim Town Clerk

