

**City of Portola
Community Interview Panel
SPECIAL MEETING MINUTES
April 12th 2014
9:00 a.m.**

CALL TO ORDER

The meeting was called to order at 9:07 am

ROLL CALL

Tom Cooley, Michael Matus, Susan Wilson, Terri Woods and Steve Clifton responded to the roll call. Planner Karen Downs, Interim City Manager Todd Roberts, Finance Officer Susan Scarlett and City Attorney Steve Gross were also in attendance.

PUBLIC COMMENT

None.

ORDER OF BUSINESS

City Manager Appointment

The panel discussed the schedule and process for the day and reviewed the status of the Committee as a Brown Act Committee. The group then discussed selecting a moderator. Susan Wilson made a motion to select Tom Cooley as the moderator. Michael Matus seconded the motion and it was unanimously approved.

CLOSED SESSION

Public Employee Appointment

The Committee adjourned to closed session at 9:15 am and conducted interviews. The Portola City Council joined the Committee at 1:14 pm. The Committee reconvened to open session at 1:30 pm. There was no reportable action.

ADJOURNMENT

There being no further business to discuss, the Committee adjourned the meeting at 1:30 p.m.

Respectfully Submitted, _____
Melissa Klundby, City Clerk