

Date	Meeting/Resp	Participants
3/23/2026	HM #1	Erin, Meeka, Julie, Maia
4/1/2026	PCOB#1	Julie, Meeka, Maia, PCOB Exec
June	OIM	Chioma
June	PCOB #2	Erin, Julie, Meeka, Maia PCOB Exec
June PCOB	Community	Designed by OIM/HM
June	EHP #1	Julie, Meeka (maybe), Maia, other equitable hire plan members
July/August	Community	Designed by OIM/HM
September	PCOB #3	Erin, Julie, Meeka, Maia, full PCOB
September	HR	Julie
September	HR	Javian
October	HR	Julie
15-Oct	HR/IM	Julie, Meeka (if needed)
October	PCOB	Hiring panel
November	PCOB/HR	Hiring panel
December	PCOB/Community	PCOB, Chioma
December	PCOB	PCOB, Chioma
December	PCOB	PCOB, Chioma
December	IIM	IIM
January	HR	Erin
January	HR	Erin
January	HR	Erin
	HR	Erin
February	OIM	IIM

Purpose
Outline the last process, begin review of initial needs and steps, discuss potential timeline and need for robust community outreach plan, discuss PCOB Meeting#1, volunteers to review initial PD and timeline prior to presentation in May.
Share previous outline of process and recruitment ideas, share equitable hire plan and when Equitable Hire Plan would begin, solicit assistance in drafting initial job posting
Submit requisition for hiring
Share full draft of timeline and hiring plan, ask questions around what their priorities are, recruit for Equitable Hire Plan meeting
Gather feedback on what they see as key assessment needs, communicate full hiring plan, respond to questions.
Go through Equitable Hire Plan initial steps (may be two meetings)
Complete robust community engagement meetings
Approve job posting, approve hire plan, approve brochure for hiring, and resolve question around whether or not to extend posting to allow for interim application
Recruitment Opens
Recruitment efforts
Recruitment closes
Initial MQ Screening
Initial Supplemental Screening
Oral Boards
Interview of finalists with Community
Interview of finalists with PCOB
Closed session PCOB deliberation
Reference checks and selection
Contract negotiated by HR
Legistar introduction
Finance Committee approval
Council Approval
Start date

**Public Mtg. Required**

Public Mtg

Public Mtg

Public Mtg with closed session portion

Public Mtg with closed session portion