CITY OF MELROSE

CITY COUNCIL

ORDERS OF THE DAY● MARCH 29, 2021

Web-based remote meeting , Melrose, MA 02176	**Special Meeting**	**7:00 PM**

I. CALL TO ORDER

II. REMOTE MEETING INFORMATION

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the City Council will be conducted via remote participation to the greatest extent possible. We will post an audio or video recording, transcript, or other comprehensive record of these proceedings as soon as possible after the meeting on the City of Melrose website and on MMTV/ mmtv3.org. The public can find online access instructions to view this meeting at www.cityofmelrose.org/remote-meetings

III. PUBLIC COMMENT

IV. NEW BUSINESS

1. **ORDER-2021-102 :** Election of a City Clerk pursuant to Section 2-8 of the Charter for the City of Melrose, for a three year term to commence on May 1, 2021

   Sponsored by: President Christopher Cinella

V. ADJOURNMENT

Kristin
Foote

5 MARCH 2021

Polina Latta
Human Resources Director, City of Melrose
562 Main Street
Melrose, MA 02176

Dear Ms. Latta,

I am formally applying for the City Clerk position in the Office of the Melrose City Clerk. For the past several years I have served as the Clerk of Committees to the elected City Council. During my tenure I have on boarded ten councilors and have advanced through progressively more responsibilities as I provided support to this body.

Additionally, I have experience as a back-up for functions in the clerk's office including working on the very active and busy 2020 election cycle. I have a proven ability to work with leaders across all municipal departments and employ tact and diplomacy with interacting with multiple member bodies and community members. I hope my attached resume describes a dedicated employee with the experience and skills to meet or exceed the requirements for the position of City Clerk.

I appreciate your consideration and look forward to discussing this opportunity. Please let me know if there is any other information I can provide to support my candidacy for this position.

Warm regards,

Kristin Foote

Kristin Foote

Attachment: K Foote Cover Letter (ORDER-2021-102 : Election of a City Clerk)

Kristin Foote

Responsive | Experienced | Discreet

EXPERIENCE

City of Melrose

2018 - PRESENT, Clerk of Committees

- Resource for the 11-member elected City Council - serve as front facing primary liaison between the Mayor, residents and City Department Heads, Boards and Commissions. Responsible for administrative, technical, logistical and strategic support as well as onboard training for new members.
- Assist with developing legislative files including research, preparing and editing. Prepare and post agendas and corresponding minutes as required by the Massachusetts Open Meeting Law. Track and manage documents in the legislative life cycle and schedule matters in committee. Ensure compliance to mandated time frames for special permits, zoning amendments, appointment confirmations, licenses, public hearing notices and sunset matters according to the City Charter, Ordinances and Massachusetts General Law.
- Train and support users on the legislative meeting agenda software and provide legislative file database reports. Manage, revise and enhance City Council webpages and serve as backup to the website manager.
- Provide residents with additional access to City Council meetings by creating YouTube Studio schedule and submit data to local cable access television station to ensure live streamed meetings.
- Respond sensitively, constructively and timely to citizen requests, inquiries and complaints with Councilors and follow up as needed.
- Maintain comprehensive knowledge of the Rules of Order of the City Council, City Charter, Administrative Code, City Ordinances, Zoning Ordinances, and Roberts' Rules of Order. Responsible for departmental budget- weekly payroll and accounts payable.
- Serve as Election Office resource including Voter Registration Information System database management and census updates; ballot preparation and in-office responder on Election Day; and cross-trained on the state vital records payment system - Executive Office of Health and Human Services Virtual Gateway.
- Supported Melrose Helps Team coordinating consistent outreach to the senior population including weekly check-ins and referrals as needed; city-wide mask distribution and food deliveries.

SKILLS

Microsoft Office Suite - Word, Outlook, Excel, Power Point.

Google suite - Gmail, Documents, Drive, Calendar, YouTube Studio (Live Stream).

Adobe Creative Cloud - PDF, Illustrator, InDesign, Photoshop, Premiere Pro, After Effects.

Cisco - Webex video conference application

Granicus - Legislative meetings and agenda

AWARDS

Pacesetting Employees Earn Recognition Award

Schwartz Center Grand Rounds presenter

Attachment: K Foote Resume (ORDER-2021-102 : Election of a City Clerk)

Department of Public Works

2017 - 2018 Facilities/Administration

- Coordinated public building rentals for approximately $500K in annual bookings including contracts, insurance waivers, billing and custodial coverage for bookings and sporting events.
- Administrative support for $1.5M snow operations (supplies and invoices, contractor services, overtime).
- Annual departmental budget/payroll forecasting.

Commonwealth Management, LLC, Boston

2008 - 2010 Partner

- Provided emergency preparedness and management consulting services to federal and state EMS agencies.
- Created operational response plans; incident command preparation and full scale drill protocols.
- Received certified business designation from Supplier Diversity Office (SDO) formerly State Office of Minority and Women's Business Assistance.
- Provided strategic plans and meeting support for the Massachusetts Department of Public Health's Emergency Medical Care Advisory Board and Mass Casualty Incident Committee (MEMA affiliate).

Winchester Hospital

2000 - 2017 Administrative

- *Center for Healthy Living*: Supported the Director and 28-person nursing team. Managed four therapists and patient event coordinator. Developed web presence.
- *Central Registration:* QA reviewer ensuring patient records complied with hospital policy and DPH regulation; audited patient identifiers and insurance demographics. Member of The Joint Commission mock evaluation team.
- *C3 Unit*: Managed a 28 bed cardiac care unit daily operation including patient, family, medical personnel (physicians, nurses, case management, staffing and phlebotomy), security and volunteer services interactions.

New England Securities/New England Mutual Life Insurance Company

1991-1999 Securities, Compliance and Insurance Regulatory Unit

- Maintained relationships with regulators at the Securities and Exchange Commission, National Association of Securities Dealers, Federal Communications Commission and the Massachusetts Division of Insurance to confirm 45 field offices comply with state and federal law.
- Conducted annual in-person audits reviewing practices, provided

Attachment: K Foote Resume (ORDER-2021-102 : Election of a City Clerk)

education and best practices.

- Developed corporate policy for the national Do-Not-Call registry saving over $1.2 million in regulatory fines.
- Reviewed advertising and marketing material for registered investment products to prevent breach of highly restrictive regulation.
- Managed outside counsel when resolving complex ERISA insurance cases. Researched and wrote legal memorandum on litigation issues; took depositions and witness interviews. Provided document production assistance for insurance complaints.
- Appeared before the Equal Employment Opportunity Commission and the Massachusetts Commission Against Discrimination on employment matters.

PROFESSIONAL DEVELOPMENT / DESIGNATIONS

2020-21

Adobe Experience Makers Live - B2B strategy, digital commerce, citizen engagement.

Cisco: Webex - Overview of Events; Conducting, Scheduling and Sharing Content in Events; Facebook Streaming.

CivicPlus - *Engage, Municipal Website Design Best Practices.*

eCode 360 - 3-part series back end support and quick information data retrieval-*Get Started; Do More; Advance Tactics.*

Granicus University - *A New Era of Public Meetings: Virtual Provisions Amid Changing Sunshine Requirements;* IQM2 Overview & Administration, Preparing a Legislative File; Agenda Creation; Minutes Maker; Workflow Designer and Distribution List.

The Hill - Diversity and Inclusion Summit.

Massachusetts Board of Library Commissioners/Trial Court Library - *Equal Access for All.*

Massachusetts Town Clerks Association Training - Local Elections; Office of Campaign Finance Q&A; Records Management.

National Association of Parliamentarians - Candidate for Registered Parliamentarian designation.

Office of Campaign Finance - filing requirements, updates, resources.

Secretary of State Training - election law changes, tallying the primary, voter registration.

SPARK - *Learn How to Address Your Own Bias.*

Certified Mediator, Metropolitan Mediation Services, Brookline, MA

Massachusetts Bar Association, Member

Attachment: K Foote Resume (ORDER-2021-102 : Election of a City Clerk)

Massachusetts Notary Public, commission expires 2025

EDUCATION

Suffolk University, Moakley School of Public Management — Local Government Leadership and Management Certificate

Massachusetts School of Law — *Juris Doctorate*

Salem State University —*Bachelor of Science*

VOLUNTEERISM

***Late Start Task Force**, 2016 — Parent Representative.* A reform to a later, healthier, safer, evidence-based school day with the potential to improve the well-being and academic achievement of all students.

Melrose Cultural Council — member, 2019-2021; providing financial support for community programming that promotes excellence, education, cultural diversity, inclusion, and racial equity to foster a rich and vibrant cultural life in Melrose.

Melrose Grad Night — founding member, publicity, 2014-2019; The annual overnight substance-free event for graduating Melrose High seniors.

Melrose Public Library — member, Board of Trustees since 2009 - Building Committee since 2013.

Melrose Public Schools — PTO member 2001-19; MHS Site Council parent representative, 2013-15.

Volunteer Lawyers Project — providing pro bono services specifically, guardianship care plan review and unemployment hearing assistance.

Attachment: K Foote Resume (ORDER-2021-102 : Election of a City Clerk)

To: President Cinella
From: City Clerk Hiring Committee (Councilors Grigoraitis, McNaught, and Thomas)
Re: Recruitment Process for City Clerk
Date: March 24, 2021

Below summarizes the recruitment process for the city clerk position:

1. President Chris Cinella appointed a City Clerk Search Committee ("Committee") to include Councilors Jen Grigoraitis, Jeff McNaught and Cory Thomas in January 2021
2. President Cinella instructed Polly Latta, Director of Human Resources, to advertise the position, accept resumes and conduct an initial screen of the applicants.
3. The HR Department posted the position to a variety of hiring websites. Please see attached memo for more information.
4. In total, 19 applications were received. Of those, five (5) had demonstrated municipal and supervisory experience related to the duties outlined in the attached job description.
5. The Committee approved four candidates for interviews which were scheduled for the weeks of March 15th and 22nd.
6. The Committee unanimously requested to move three candidates forward for final consideration by the full Council.
7. The Commitee requested that all three candidates be invited to appear before the Council, offer a statement of interest of up to five minutes, and answer questions from members of the Council.

Attachment: City Clerk Hiring Committee1 (ORDER-2021-102 : Election of a City Clerk)

City Clerk Interview Questions, 2021

The City Clerk is a full-time, non-union, department head who reports to the President of the City Council. The City Council has created a public hiring process for the city clerk position. The current appointment expires in April 2021. The position is actively posted and will be elected to a three-year term. President Cinella has selected a hiring committee consisting of Councilor Grigoraitis, Councilor McNaught and Councilor Thomas.

1. When you saw this position advertised, what made you want to apply? What areas of the position do you feel line up well with your past experiences? What elements of the position do you think would be areas of growth for you?

2. This position requires managing multiple roles and responsibilities within city government, all with a high level of public scrutiny around accuracy and accessibility. Describe a time when you had to prioritize competing priorities? What was the result? Please share any feedback you have received from a manager or colleague on your ability to prioritize your work.

3. This position requires overseeing multiple complex processes and ensuring compliance with council rules, city ordinances, and state and federal laws and regulations. What processes have you successfully overseen in the past? How do you keep yourself informed about changes in laws and procedures?

4. The city clerk and their department staff need to regularly communicate important information to elected officials, department heads, and members of the general public. Please describe a communications plan you have developed for a project, what made it successful, and what were the challenges.
    a. As Melrose city clerk, what are some tools you would want to use to ensure public accessibility to information such as public meetings, minutes, data, etc.?

5. This role requires advanced computer skills (including word processing, working knowledge of Microsoft Office Suite of applications including Outlook e-mail client software); and significant experience with running public meetings via virtual platforms. Describe how you have used these skills in the past?

6. As we know, a lot has changed over the past year and we've all had to adapt to new technologies. Tell me about a time that you had to learn a new technology/software, and how you approached it? How have you helped others adapt to new tech?

7. The city clerk needs to know how municipal government works. This will require a solid understanding of the rules of procedure for government meetings, Please share your understanding of meeting procedures and any specific experience supporting government meetings.

8. The city clerk manages three employees across two functional areas. Please describe your experience managing staff. (How many, what functions, etc.). Describe the tools you have used

Attachment: City Clerk Interview Questions 2021 FINAL March 2021 (ORDER-2021-102 : Election of a City Clerk)

to motivate staff to achieve goals? How do you effectively manage conflict among your team members? How do you support staff professional growth and development?

9. The city clerk and the elections office serve a customer service role for the citizens of Melrose. Looking back at your experience, describe how you have delivered outstanding customer service and, if applicable, motivated others to do the same?

10. Per the Melrose Charter, the city clerk is supervised by the Council president, which is a position that historically changes over every twelve months. Serving on the Melrose City Council is a part-time position and requires running for election every two years. How would you approach working with members of an elected body? What do you think would be important in terms of communication, decision-making, and information-sharing? What do you need from a supervisor in order to be successful?

What questions do you have for us?

Attachment: City Clerk Interview Questions 2021 FINAL March 2021 (ORDER-2021-102 : Election of a City Clerk)

CITY OF MELROSE Human Resources Department

Polina Latta
Director
platta@cityofmelrose.org

City Hall, 562 Main Street
Melrose, Massachusetts 02176
(P) 781-979-4146
(F) 781-979-4246

To : Jen Grigoraitis, Chair of Search Committee

Cc: City Council

Mayor Brodeur

From: Polina Latta, Human Resources Director

Re: City Clerk Recruiting Sources

Date: March 2, 2021

In an effort to attract candidates of diverse backgrounds the Human Resources Department has advertised the City Clerk role using the following broad and diverse recruiting sources and networks. This posting is set to close on March 8, 2021.

1. City's employment page- posted 2/16
2. City wide e-mail-poste 2/16
3. MA Municipal Association Employment web page-posted 2/16
4. MA Municipal HR Email Distribution List- contacted 2/23
5. New England Association of City and Town Clerks –posted 2/16
6. Massachusetts Association of City and Town Clerks-posted 2/16
6. LinkedIn- posted 2/24
7. AMARU job board- contacted 2/17
8. Racial Justice Community Coalition, Melrose (network) - contacted 2/17
9. NAACP, Mystic Valley branch (network) - contacted 2/17
10. The Partnership (job board) –contacted 2/17; posted 2/26
11. Conexión Inc. (network)-contacted 2/17

Attachment: City Clerk Recruiting Sources (ORDER-2021-102 : Election of a City Clerk)