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**MEETING OF CITY COUNCIL AUDITOR SEARCH  
COMMITTEE**  
TELECONFERENCE  
WESTFIELD, MASSACHUSETTS  
OCTOBER 1, 2020 AT 10:30 AM

WESTFIELD CITY CLERK

*Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the City of Westfield City Council Auditor Search Committee will be conducted via remote participation on Zoom.*

Ralph Figy called to order the meeting at 10:34 PM.

Ralph Figy conducted a roll call. The following committee members were present:

Ralph Figy, Westfield City Councilor, Ward 2  
Matthew Barnes, Treasurer/Collector, City of Westfield  
Bridget Matthews-Kane, Westfield City Councilor, Ward 3  
Robin Johnson, Assessor, City of Westfield

Ralph Figy made a motion to move into executive session for the purposes of interviewing. This request was made so that the discussion will not damage the ability of the committee to have a fair hearing for the two candidates. Having the discussion in open session would have a detrimental effect on the public body's ability to attract qualified applicants for the position. Bridget Matthews-Kane seconded the motion.

The vote on the foregoing was as follows:

Ralph Figy	yes
Matthew Barnes	yes
Bridget Matthews-Kane	yes
Robin Johnson	yes

#### EXECUTIVE SESSION

*Minutes of meetings held in executive session per the Law Department will be sensitive to candidates' identities and personal information in accordance with the Personnel Department's rules and laws governing such interviews. That all candidates' resumes remain within the Personnel Department laws pertaining to the confidentiality of all applicants' information are recognized until the final candidates are determined at which times the final applicants only will*

*be informed that their resumes will be made public if they proceed on with the process of City Council's open meeting to vote on the final candidates.*

Tammy Tefft, joined the meeting at this point.

Ralph Figy explained the meeting was needed because candidate #5, whom the committee had recommended for the final interviews, had withdrawn. To choose a City Auditor, the city needs at least two candidates for the final interview. At the last meeting, the committee thought candidates #3 had the potential to do the job but did not feel he was the strongest of the three candidates. Ralph Figy's question was if candidate #3 was a suitable candidate and if we should recommend him to the City Council for the final review and interviews. As it is now, the Auditor Search Committee must reopen the search if the committee does not have two candidate they think are capable of doing the job.

Tammy Tefft worried candidate #3 would have challenges completing the budget and assisting with recap and certifying free cash. Matt Barnes shared the same concerns but worried about delaying the final interviews. Robin Johnson felt he would be capable but worried about him getting along with the staff. She felt he could learn the content he was currently not up to speed on. Bridget Matthews-Kane agreed that he had weaknesses but worried that a stronger candidate would not show up if the search were extended. Ralph Figy was also worried that if the search were extended, we would not have any more luck as the pool of applicants was not that deep. Tammy Tefft asked if candidate #3 was still interested and he Ralph Figy assured her he was. She then agreed she did not want to extend the search.

Tammy Tefft made a motion to forward candidate #3 to the City Council for the auditor's position for an interview. Robin Johnson seconded it.

Ralph Figy	yes
Matthew Barnes	yes
Bridget Matthews-Kane	yes
Robin Johnson	yes
Tammy Tefft	yes

Ralph Figy reviewed the final interview questions.

The questions were as follows:

1. Please give a brief accounting of who you are.
2. What is your philosophy regarding the role of the City Auditor in the overall financial functioning of the City of Westfield?
3. As the City Auditor, you will be working closely with the Mayor and other Department Heads, yet you are hired by the City Council. What potential

pitfalls do you see in this arrangement and how do you plan on navigating them?

4. You have just closed the fiscal year and Department X comes to you with three bills that they found under some piles of paper from two years ago. When you review with your staff, you find out that this Department has had this problem for the last three years. What do you first do with the bills that were found, and second how to you prevent this from happening again next year?
5. Please describe in detail how you have handled an employee who was making too many errors in the performance of his or her duties and responsibility?
6. Please describe the computer software that you are currently using or previously used to perform your job duties, including budgets.
7. Why should you be Westfield's City Auditor?

Question #4 had changed from the last meeting at Tammy Tefft and Matthews Barnes' suggestion.

After a discussion, question #1 was changed to "tell us about yourself."

Final interviews were discussed. Ralph Figy said he would make a motion to suspend the rules so the interviews could be at the start of the meeting. Ralph Figy and Bridget Matthews-Kane would be asking the questions. The resumes and applications would be released to the City Council at the end of the Auditor's Committee meeting.

Tammy Tefft made a motion to exit executive session and return to open session. Bridget Matthews-Kane seconded it.

Ralph Figy	yes
Matthew Barnes	yes
Bridget Matthews-Kane	yes
Robin Johnson	yes
Tammy Tefft	yes

#### REGULAR SESSION

Ralph Figy made a motion to forward the name of Candidate #3 for the position of City Auditor for the City of Westfield to the full City Council. Tammy Tefft seconded it.

Ralph Figy	yes
Matthew Barnes	yes
Bridget Matthews-Kane	yes
Robin Johnson	yes

Tammy Tefft                      yes

Tammy Teft made a motion to adjourn. Bridget Matthews-Kane seconded it.

Ralph Figy                      yes

Matthew Barnes                yes

Bridget Matthews-Kane        yes

Robin Johnson                 yes

Tammy Tefft                      yes

Ralph Figy adjourned the meeting at 10:50.

Minutes submitted by: Bridget Matthews-Kane