



Midpeninsula Regional
Open Space District

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Meeting 11-22
August 24, 2011

AGENDA ITEM 9

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Assign the Task of Developing and Recommending a General Counsel Recruitment Plan to the Ad Hoc Board Appointee Evaluation Committee; Direct Committee to Undertake Initial Steps of the Process and Return to the Board with their Recommendations

AD HOC BOARD APPOINTEE EVALUATION COMMITTEE RECOMMENDATION

Assign the Task of Developing and Recommending a General Counsel Recruitment Plan to the Ad Hoc Board Appointee Evaluation Committee and Direct the Committee to Undertake Initial Steps of the Process as set out in this report.

SUMMARY

Due to the announced retirement of the General Counsel at the end of 2011, it is necessary to begin the recruitment process to hire her successor. In order to conduct a successful recruitment in this timeframe, the Ad Hoc Board Appointee Evaluation Committee recommends that it be assigned the task of developing a recruitment plan for Board approval, and begin the initial steps of the recruitment process including recommendation of an appropriate executive search firm.

DISCUSSION

After serving as the District's General Counsel for about eighteen years, Sue Schectman has announced that she will be retiring from District employment at the end of Calendar Year 2011. It is necessary for the Board to develop an appropriate and well thought out recruitment process to hire her successor and to begin this process promptly. In order to do so in this time frame, the Ad Hoc Board Appointee Evaluation Committee (Committee) is recommending that, as the Board did when recruiting the current General Manager, the Board assigns the task of developing and recommending a recruitment plan to the Committee and ask the Committee to report back to the Board with their recommendations.

If the Board approves this assignment, the Committee will meet with the General Manager and General Counsel and begin working on this task. Having a specific, well-coordinated and workable timetable will enable the Board to develop a successful recruitment process that all of the Board of Directors can agree upon. The materials developed by the Board during the General

Manager recruitment will be valuable resources that may enable the Board to streamline this process.

Due to the time needed for this process the Committee also recommends beginning the initial steps of the process now. The required initial steps are as follows:

1. Interview and Recommend an Executive Search Firm for Board Approval

The Committee recommends, with the General Manager's concurrence, that the Board employ the services of a qualified executive search firm to assist the Board in this recruitment. An executive search firm is recommended for the following reasons: 1) this position is a Board appointee and it is appropriate that the Directors work with their consultant to develop a recruitment process that satisfies the Board's desires and will be successful in identifying top candidates; and 2) District staff does not have the capacity or depth of executive search resources needed to recruit for this position in a thorough manner to identify and solicit top candidates with the skills needed for this position.

The Committee will work with staff to identify qualified search firms and to send pertinent District information to such firms together with an invitation for proposals and expected services. The Committee will interview responsive search firms and return to the Board for its approval of a recommended consultant from among the top three finalists.

Thereafter, with Board approval, the Committee will work with the consultant and return to the Board with a proposed search and selection process and timeline for Board discussion, review and approval.

2. General Counsel Job Description and District Information

The Committee will review the present General Counsel's job description and recommend any necessary revisions so that it is current for recruitment purposes. The Committee will assemble key District documents pertinent to the position of General Counsel, including organization chart, pertinent policies, enabling legislation, and a potential compensation and benefit range, to provide to search firms.

The Committee requests that the Board review and approve this initial plan and authorize the Committee to undertake these two steps and return to the Board when completed.

As it did during the General Manager recruitment in 2007, the full Board will make all significant decisions on the major steps of the nature and scope of the recruitment and selection process. It will select the executive search firm, approve the job description and selection criteria, define what characteristics the Board is seeking in its General Counsel to best fit the District's needs, interview the final candidates, select the finalist, and approve the employment agreement and compensation package.

The Committee sees its role as administrative: the Board's representative in working with the executive search firm on the steps necessary to develop a fully-defined recruitment plan, timeline and process for full Board approval. That plan will include developing all steps of the process including: defining the desirable candidate criteria, updating the job description as needed, the outreach and advertising process, the timetable, application review and screening process, determining appropriate involvement of staff, recommending a group of finalists for full Board interviews, reference and background checks, and setting and negotiating compensation parameters and an employment agreement.

FISCAL IMPACT

Recruitment for this position will require the retention of an executive search firm and production of recruitment materials. The Committee will return to the Board with actual costs for Board approval of a recruitment firm. It is estimated that the cost range will be \$25,000. Funds for this recruitment were not included in the FY 11-12 budget. The Board will be requested to budget funds for this purpose at the time of midyear budget adjustment.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act. No further public notice is required.

CEQA COMPLIANCE

The recommended actions do not constitute a project within the meaning of the California Environmental Quality Act and no compliance is required.

NEXT STEPS

Upon Board approval, the Committee will meet and begin implementing the initial tasks assigned to it by the Board and report its recommendations back to the full Board.

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