

**BOARD OF DIRECTORS MEETING**

**July 9, 2020**

**ITEM 11**

**PROCESS TO RECRUIT AND RETAIN A GENERAL MANAGER**

**SUMMARY OF RECOMMENDATION**

Discuss the process to recruit and retain a General Manager and provide direction to staff.

**BACKGROUND**

At its meeting of March 26, 2020, the KPPCSD Board of Directors authorized the retention of Bill Lindsay as Interim General Manager effective April 1, 2020 following the resignation of Tony Constantouros. Staff is recommending that the Board establish and begin implementation of a process to recruit and retain a permanent General Manager.

For discussion purposes of the Board, the Interim General Manager proposes the following steps to be undertaken in this process:

- Consider forming a two-person recruitment committee of the Board to oversee the details of the general manager recruitment which follow;
- Solicit proposals from qualified firms to assist in the recruitment and candidate screening process;
- Select the recruiting firm to be recommended to the Board for approval;
- Prepare a job profile to be used to advertise the position;
- Establish a schedule for completing the recruitment process.

Subject to Board approval, staff recommends that solicitation of proposals from recruiting firms begin immediately, and that the proposed contract for the recruiting firm, and the proposed job profile, be placed on the Board agenda for approval at the August 13<sup>th</sup> meeting. The role of the Board committee would be to review the recruiting firm proposals, complete interviews with the firms submitting proposals, if desired, and develop a job profile. This would allow the process to advertise the position to begin immediately following the August Board meeting, with interviews of general manager candidates to be completed in September. This schedule can be accelerated if the Board wishes to delegate more of these decisions to its committee or to staff.

**RECOMMENDATION**

Discuss the process to recruit and retain a General Manager and provide direction to staff.

**FISCAL IMPACT**

Costs to complete the recruitment are unknown at this time, and depend largely on the scope of work for the selected recruiting firm. Funds are in the operating budget for these consulting services.

**ATTACHMENTS**

None.

**SUBMITTED BY:**

Bill Lindsay  
Interim General Manager