

# Marinwood Community Services District

## Minutes of Special Board of Directors Meeting Thursday, August 7, 2014

**Time and Place:** 6:00PM Marinwood Community Center classroom.

**Present:**

Board Members: Bill Hansell, Tarey Read, Justin Kai, Deana Dearborn and Bill Shea.

Staff: District Manager Thomas Horne

Commissioners: Park and Recreation Commissioners Linda Barnello and Eric Dreikosen, Fire Commissioners Ron Marinoff and Jeff Naylor

Others present: Pamela Derby of CPS HR Consulting, Stephen Nestel, Ray Day

**Call to Order**

President Hansell called the meeting to order at 6:05 PM.

**Approve Contract with executive search consultant**

M/s Read/Shea to rescind the July 24, 2014 motion selecting CPS HR Consulting for executive search services.

Motion carried unanimously.

M/s Read/Shea to approve contract with CPS HR Consulting for executive search services.

Discussion:

Deana Dearborn suggested items to be corrected or supplemented in the contract presented by CPS HR Consulting:

- Hourly rates for all involved staff should be stated
- The warranty should be stated
- A re-recruitment clause should be included
- Consideration of contracting for only Phases I and II. Pamela Derby explained that CPS would not offer a guarantee if they were not involved in candidate vetting.
- Consideration of simpler, lower cost brochure

Stephen Nestel urged the Board to open recruitment to private sector candidates, and asserted that the Board should not sign a contract not reviewed by Counsel. Hansell replied both contractors interviewed in the July 24<sup>th</sup> meeting assured the Board that private sector candidates were not excluded.

The Board determined that the District Manager should serve as Client Representative.

M/s Read/Shea amended motion to approve a contract with CPS HR Consulting for executive search services, including the changes of stating hourly rates, stating the warranty and stating a “no re-recruitment policy”, and including all Phases I through III.

Motion carried.

Aye: Hansell, Read, Shea

No: Dearborn, Kai

**Executive search process**

1. District Manager job description. Pamela Derby said the draft description was generally good, but that she would review it and compare it to others. There was consideration of soliciting community input.
2. Review District Manager salary. CPS would not have a salary survey ready for distribution for the August 12 regular meeting. Dearborn stated that we should start advertising with the salary range which had been included in the adopted budget, 10% above the present salary range for the position. Derby felt the salary range was low for the position.
3. Schedule for executive search process. Pamela Derby presented a draft schedule for the executive search process. After discussion, it was agreed that the schedule could be stretched by a week or two. Horne noted that a special meeting could be required for later in the month to maintain the schedule.
4. Appoint ad hoc committee for executive search process oversight. The Board discussed how to structure a committee of community members to review and contribute to the hiring process. Horne was concerned that

there was no stated charter for a committee, and that it would be difficult to convene large groups in a timely manner. Board members are asked to suggest names to the Board President, who will appoint a committee.

**Closed Session**

At 7:49, the Board entered closed session to confer with its representatives in the negotiations with Marinwood Professional Firefighters regarding wages.

At 8:44, the Board left closed session. Bill Hansell reported that the Board had taken no reportable action.

The meeting was adjourned at 8:44 PM.

The date of the next Regular Board meeting is August 12, 2014 at 7:30PM.

Respectfully submitted,  
Thomas Horne  
District Manager