



Executive Director

Recruitment Plan and Schedule

February 8, 2017	Board Personnel Committee requested staff to develop a draft Recruitment Plan and Schedule. Draft was prepared and sent to each Personnel Committee member highlighting several process-related decisions that needed to be made.
March-May 2017	Staff met with Personnel Committee members individually to review initial draft of the Recruitment Plan and Schedule and to obtain input. This was used to revise the draft for review by the Personnel Committee at their next meeting on September 13, 2017.
November 7, 2017	Board Personnel Committee met to make key decisions on the proposed recruitment process. Reviewed draft of proposed schedule and plan; modifications incorporated. Procurement process for search firm reviewed, RFP content and evaluation criteria discussed.
November 8, 2017	Board Personnel Committee makes recommendations to the full Board on Recruitment Plan and Schedule; Board approves schedule and plan.
November 9, 2017	RFP issued for search firm.
December 13, 2017	Board Personnel Committee meets to evaluate and rank proposals received from search firms.
February 14, 2018	Board Personnel Committee makes a recommendation to the full Board to award contract to search firm.
February-March 2018	Search firm conducts interviews with Personnel Committee members and possibly other stakeholders to develop candidate profile, job description and desired qualifications.
March 14, 2018	Board Personnel Committee meets to review materials developed by search firm: candidate profile, desired qualifications, job description, general compensation/benefit guidelines; advertising/recruitment methods to be used.
April 2018	Recruitment begins; position is advertised. Applications to be submitted by April 27, 2018.

May 9, 2018	Board Personnel Committee (and advisors) meets to receive report from search firm on results of the advertising/recruitment effort. Finalists (the 3 or 4 top candidates) are selected for interviews.
May 30-June 1, 2018	Board Personnel Committee conducts interviews with finalists; Committee ranks finalists and develops a recommendation to present to the full Board.
June 13, 2018	Board Personnel Committee makes a hiring recommendation to the full Board; obtains Board approval of Employment Agreement to be negotiated by our General Counsel with the top candidate; if negotiations are not successful, authority obtained to go to the 2 nd ranked candidate.
July 30, 2018	New Executive Director begins; provides one-month overlap with current Executive Director
August 31, 2018	Current Executive Director's last day on the job
