

AGREEMENT FOR RECRUITMENT SERVICES FOR LAKE COUNTY PUBLIC HEALTH OFFICER

This Agreement is made and entered into by and between the County of Lake, hereinafter referred to as "County", and Mosaic Public Partners, (Mosaic), hereinafter referred to as "Contractor", collectively referred to as the "parties".

1. **SERVICES.** Subject to the terms and conditions set forth in this Agreement, Contractor shall provide to County the services described in the Scope of Services attached hereto and incorporated herein as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A - Scope of Services, Exhibit B - Fiscal Provisions, and Exhibit C - Compliance Provisions, the Agreement shall prevail.

2. **TERM.** This Agreement shall commence on June 28, 2022, and shall terminate on June 30, 2023, unless earlier terminated as hereinafter provided. In the event County desires to temporarily continue services after the expiration of this Agreement, such continuation shall be deemed on a month-to-month basis, subject to the same terms, covenants, and conditions contained herein.

3. **COMPENSATION.** Contractor has been selected by County to provide the services described hereunder in Exhibit "A" (Scope of Services), attached hereto. Compensation to Contractor shall not exceed twenty-nine thousand dollars (\$29,000).

The County shall compensate Contractor for services rendered, in accordance with the provisions set forth in Exhibit "B" (Fiscal Provisions), attached hereto, provided that Contractor is not in default under any provisions of this agreement.

4. **TERMINATION.** This Agreement may be terminated by mutual consent of the parties or by County upon 30 days written notice to Contractor.

Upon termination, Contractor shall be paid a prorated amount for the services provided up to the date of termination.

5. **MODIFICATION.** This Agreement may only be modified by a written amendment hereto, executed by both parties; however, matters concerning scope of services which do not affect the compensation may be modified by mutual written consent of Contractor and County executed by the County Administrative Officer (CA).

6. **NOTICES.** All notices between the parties shall be in writing addressed as follows:

County of Lake
Eddie Crandell, BOS Chair
255 N. Forbes Street
Lakeport, CA. 95453

Mosaic Public Partners
Greg Nelson, Managing Partner
200 Gateway Drive, #1908
Lincoln, California 95648

7. **EXHIBITS.** The Agreement Exhibits, as listed below, are incorporated herein by reference:

Exhibit A - Scope of Services
Exhibit B - Fiscal Provisions

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Exhibit C - Compliance Provisions

Exhibit D - Contractor's June 21, 2022 Proposal entitled, "Recruitment Services for Lake County California Public Health Officer"

8. **TERMS AND CONDITIONS.** Contractor warrants that it will comply with all terms and conditions of this Agreement and Exhibits, and all other applicable federal, state and local laws, regulations and policies.

9. **INTEGRATION.** This Agreement, including attachments, constitutes the entire agreement between the parties regarding its subject matter and supersedes all prior Agreements, related proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the parties.

Executed at Lakeport, California _____
on

COUNTY OF LAKE

MOSAIC PUBLIC PARTNERS

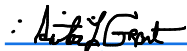
Eddie Crandell, Board of Supervisors Chair

Greg Nelson, Managing Partner

APPROVED AS TO FORM:

ANITA L. GRANT

County Counsel



anita grant (Jun 22, 2022 18:43 PDT)

EXHIBIT "A" - SCOPE OF SERVICES

1. **CONTRACTOR RESPONSIBILITIES.** Contractor shall perform all duties and services, and in accordance with the timeline outlined in Contractor's Proposal, "Recruitment Services for Lake County California Public Health Officer", dated June 21, 2022 and attached hereto as Exhibit "D".
2. **RECORDS RETENTION.** Contractor shall prepare, maintain and/or make available to County upon request, all records and documentation pertaining to this Agreement, including financial, statistical, property, recipient and service records and supporting documentation for a period of five (5) years from the date of final payment of this Agreement. If at the end of the retention period, there is ongoing litigation or an outstanding audit involving the records, Contractor shall retain the records until resolution of litigation or audit. After the retention period has expired, Contractor assures that confidential records shall be shredded and disposed of appropriately.

EXHIBIT "B" - FISCAL PROVISIONS

1. **CONTRACTOR'S FINANCIAL RECORDS.** Contractor shall keep financial records for funds received hereunder, separate from any other funds administered by Contractor, and maintained in accordance with Generally Accepted Accounting Principles and Procedures and the Office of Management and Budget's Cost Principles.

2. **INVOICES.**

2.1 Contractor's invoices shall be submitted in arrears on a monthly basis, or such other time that is mutually agreed upon in writing, and shall be itemized and formatted to the satisfaction of the County.

2.2 County shall make payment within 20 business days of an undisputed invoice for the compensation stipulated herein for supplies delivered and accepted or services rendered and accepted, less potential deductions, if any, as herein provided. Payment on partial deliverables may be made whenever amounts due so warrant or when requested by the Contractor and approved by the Assistant Purchasing Agent.

3. **AUDIT REQUIREMENTS AND AUDIT EXCEPTIONS**

3.1 Contractor warrants that it shall comply with all audit requirements established by County and will provide a copy of Contractor's Annual Independent Audit Report, if applicable.

3.2 County may conduct periodic audits of Contractor's financial records, notifying Contractor no less than 48 hours prior to scheduled audit. Said notice shall include a detailed listing of the records required for review. Contractor shall allow County, or other appropriate entities designated by County, access to all financial records pertinent to this Agreement.

3.3 Contractor shall reimburse County for audit exceptions within 30 days of written demand or shall make other repayment arrangements subject to the approval of County.

4. **EXPENDITURE OF FUNDS.**

5.1 Funds payable through this agreement shall not be used to purchase food or promotional merchandise or to attend conferences unless specifically approved in the budget.

5.2 County reserves the right to refuse payment to Contractor or disallow costs for any expenditure determined to be unreasonable, out of compliance, or inappropriate to the services provided hereunder.

EXHIBIT "C" - COMPLIANCE PROVISIONS

1. **INFORMATION INTEGRITY AND SECURITY.** Contractor shall immediately notify County of any known or suspected breach of personal, sensitive and confidential information related to Contractor's work under this Agreement.
2. **NON-DISCRIMINATION.** Contractor shall not unlawfully discriminate against any qualified worker or recipient of services because of race, religious creed, color, sex, sexual orientation, national origin, ancestry, physical disability, mental disability, medical condition, marital status or age.
3. **DEPARTMENT SUSPENSION, AND OTHER RESPONSIBILITY MATTERS.**
 - 3.1 The Contractor certifies to the best of its knowledge and belief, that it and its subcontractors:
 - A. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - B. Have not, within a three-year period preceding this Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in the preceding paragraph; and
 - D. Have not, within a three-year period preceding this Agreement, had one or more public transactions terminated for cause or default.
 - 3.2 Contractor shall report immediately to County, in writing, any incidents of alleged fraud and/or abuse by either Contractor or Contractor's subcontractor. Contractor shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by County.
4. **AGREEMENTS IN EXCESS OF \$100,000.** Contractor shall comply with all applicable orders or requirements issued under the following laws:
 - 4.1 Clean Air Act, as amended (42 USC 1857).
 - 4.2 Clean Water Act, as amended (33 USC 1368).
 - 4.3 Federal Water Pollution Control Act, as amended (33 USC 1251, et seq.)
 - 4.4 Environmental Protection Agency Regulations (40 CFR, Part 15 and Executive Order 11738.

5. **INDEMNIFICATION AND HOLD HARMLESS.**

Contractor shall indemnify and defend County and its officers, employees, and agents against and hold them harmless from any and all claims, losses, damages, and liability for damages, including attorney's fees and other costs of defense incurred by County, whether for damage to or loss of property, or injury to or death of person, including properties of County and injury to or death of County officials, employees or agents, arising out of, or connected with Contractor's operations hereunder or the performance of the work described herein, unless such damages, loss, injury or death is caused solely by the negligence of County. Contractor's obligations under this Section shall survive the termination of the Agreement.

6. **STANDARD OF CARE.** Contractor represents that it is specially trained, licensed, experienced and competent to perform all the services, responsibilities and duties specified herein and that such services, responsibilities and duties shall be performed, whether by Contractor or designated subcontractors, in a manner according to generally accepted practices.

7. **INTEREST OF CONTRACTOR.** Contractor assures that neither it nor its employees has any interest, and that it shall not acquire any interest in the future, direct or indirect, which would conflict in any manner or degree with the performance of services hereunder.

8. **DUE PERFORMANCE- DEFAULT.** Each party agrees to fully perform all aspects of this agreement. If a default to this agreement occurs then the party in default shall be given written notice of said default by the other party. If the party in default does not fully correct (cure) the default within 30 days of the date of that notice (i.e. the time to cure) then such party shall be in default. The time period for corrective action of the party in default may be extended in writing executed by both parties, which must include the reason(s) for the extension and the date the extension expires.

Notice given under this provision shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable time period. No such notice shall be deemed a termination of this Agreement, unless the party giving notice so elects in that notice, or so elects in a subsequent written notice after the time to cure has expired.

9. **INSURANCE.**

9.1 Contractor shall procure and maintain Workers' Compensation Insurance for all of its employees.

9.2 Contractor shall procure and maintain Comprehensive Public Liability Insurance, both bodily injury and property damage, in an amount of not less than one million dollars (\$1,000,000) combined single limit coverage per occurrence, including but not limited to endorsements for the following coverage: personal injury, premises-operations, products and completed operations, blanket contractual, and independent contractor's liability.

9.3 Contractor shall procure and maintain Comprehensive Automobile Liability Insurance, both bodily injury and property damage, on owned, hired, leased and non-owned vehicles used in

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connection with Contractor's business in an amount of not less than one million dollars (\$1,000,000) combined single limit coverage per occurrence.

9.4 Contractor shall procure and maintain Professional Liability Insurance for the protection against claims arising out of the performance of services under this Agreement caused by errors, omissions or other acts for which Contractor is liable. Said insurance shall be written with limits of not less than one million dollars (\$1,000,000).

9.5 Contractor shall not commence work under this Agreement until it has obtained all the insurance required hereinabove and submitted to County certificates of insurance naming the County of Lake as additional insured. Contractor agrees to provide to County, at least 30 days prior to expiration date, a new certificate of insurance.

9.6 In case of any subcontract, Contractor shall require each subcontractor to provide all of the same coverage as detailed hereinabove. Subcontractors shall provide certificates of insurance naming the County of Lake as additional insured and shall submit new certificates of insurance at least 30 days prior to expiration date. Contractor shall not allow any subcontractor to commence work until the required insurances have been obtained.

9.7 For any claims related to the work performed under this Agreement, the Contractor's insurance coverage shall be primary insurance as to the County, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by County, its officers, officials, employees, agents or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.

9.8 The Commercial General Liability and Automobile Liability Insurance must each contain, or be endorsed to contain, the following provision:

The County, its officers, officials, employees, agents, and volunteers are to be covered as additional insureds and shall be added in the form of an endorsement to Contractor's insurance on Form CG 20 10 11 85. Contractor shall not commence work under this Agreement until Contractor has had delivered to County the Additional Insured Endorsements required herein.

Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under subdivision (b) of California Civil Code Section 2782.

9.9 Insurance coverage required of Contractor under this Agreement shall be placed with insurers with a current AM. Best rating of no less than A: VII.

Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve the Contractor for liability in excess of such coverage, nor shall it preclude County from taking other action as is available to it under any other provision of this Agreement or applicable law. Failure of County to enforce in a timely manner any of the provisions of this section shall not act as a waiver to enforcement of any of these provisions at a later date.

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9.10 Any failure of Contractor to maintain the insurance required by this section, or to comply with any of the requirements of this section, shall constitute a material breach of the entire Agreement.

10. **ATTORNEY'S FEES AND COSTS.** If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.

11. **ASSIGNMENT.** Contractor shall not assign any interest in this Agreement and shall not transfer any interest in the same without the prior written consent of County except that claims for money due or to become due Contractor from County under this Agreement may be assigned by Contractor to a bank, trust company, or other financial institution without such approval. Written notice of any such transfer shall be furnished promptly to County. Any attempt at assignment of rights under this Agreement except for those specifically consented to by both parties or as stated above shall be void.

12. **PAYROLL TAXES AND DEDUCTIONS.** Contractor shall promptly forward payroll taxes, insurances, and contributions to designated governmental agencies.

13. **INDEPENDENT CONTRACTOR.** It is specifically understood and agreed that, in the making and performance of this Agreement, Contractor is an independent contractor and is not an employee, agent or servant of County. Contractor is not entitled to any employee benefits. County agrees that Contractor shall have the right to control the manner and means of accomplishing the result contracted for herein.

Contractor is solely responsible for the payment of all federal, state and local taxes, charges, fees, or contributions required with respect to Contractor and Contractor's officers, employees, and agents who are engaged in the performance of this Agreement (including without limitation, unemployment insurance, social security and payroll tax withholding.)

14. **OWNERSHIP OF DOCUMENTS.** All non-proprietary reports, drawings, renderings, or other documents or materials prepared by Contractor hereunder are the property of County.

15. **SEVERABILITY.** If any provision of this Agreement is held to be unenforceable, the remainder of this Agreement shall be severable and not affected thereby.

16. **ADHERENCE TO APPLICABLE DISABILITY LAW.** Contractor shall be responsible for knowing and adhering to the requirements of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, (42 U.S.C. Sections 12101, et seq.). California Government Code Sections 12920 et seq., and all related state and local laws.

17. **HIPAA COMPLIANCE.** Contractor will adhere to Titles 9 and 22 and all other applicable Federal and State statutes and regulations, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and will make his best efforts to preserve data integrity and the confidentiality of protected health information.

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18. **SAFETY RESPONSIBILITIES.** Contractor will adhere to all applicable CalOSHA requirements in performing work pursuant to this Agreement. Contractor agrees that in the performance of work under this Agreement, Contractor will provide for the safety needs of its employees and will be responsible for maintaining the standards necessary to minimize health and safety hazards.
19. **JURISDICTION AND VENUE.** This Agreement shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue of any action or proceeding regarding this Agreement or performance thereof shall be in Lake County, California. Contractor waives any right of removal it might have under California Code of Civil Procedure Section 394.
20. **RESIDENCY.** All independent contractors providing services to County for compensation must file a State of California Form 590, certifying California residency or, in the case of a corporation, certifying that they have a permanent place of business in California.
21. **NO THIRD-PARTY BENEFICIARIES.** Nothing contained in this Agreement shall be construed to create, and the parties do not intend to create, any rights in or for the benefit of third parties.
22. **PUBLIC RECORDS ACT.** Contractor is aware that this Agreement and any documents provided to the County may be subject to the California Public Records Act and may be disclosed to members of the public upon request. It is the responsibility of the Contractor to clearly identify information in those documents that s/he considers to be confidential under the California Public Records Act. To the extent that the County agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.

EXHIBIT D

www.mosaicpublic.com
(916) 550-4100



200 Gateway Drive, #1908
Lincoln, California 95648

June 21, 2022

Chairman Eddie Crandell
and the Board of Supervisors
Lake County
255 North Forbes Street
Lakeport, California 95453

Re: Proposal to Provide Executive Search Services – Public Health Official

Dear Chairman Crandell and Members of the Board:

Mosaic Public Partners is pleased to have the opportunity to present our qualifications and approach to your executive search needs for the positions of Chief Administrative Officer and Deputy County Counsel. Mosaic Public Partners was founded on the principles of providing higher levels of innovation and client collaboration to complement the tried-and-true principles of executive search. By using private-sector technologies and search methodologies, we can deliver a better client experience and results, while staying within the constraints of the public sector.

Members of our project team are seasoned public sector executives who have a true passion for the work of public agencies. Mosaic Public Partners believes deeply in the value of building teams made up of diverse members and ensuring our search processes are inclusive and reflective of our client's unique expectations. Our consultants have conducted over one hundred-fifty executive searches across the United States, bringing both experience and a national perspective on current trends and issues. If selected, both principals of the firm will lead this recruitment.

Our recent and relevant experience includes executive roles for counties, cities, and special districts on a national scale, including the Chief of Police recruitment for the City of Clearlake in Lake County.

After reviewing our proposal, please contact us at (916) 550-4100 if you have questions or need additional information. We look forward to hearing from you and hope to have the opportunity to work with you on this important recruitment.

Best Regards,

Greg Nelson
Founder and Managing Partner
greg@mosaicpublic.com

Bryan Noblett
Founder and Managing Partner
bryan@mosaicpublic.com

Professional Qualifications

Mosaic Public Partners was founded to create a better partner for public agencies needing to fill critical positions. We bring higher levels of innovation and client collaboration to the tried-and-true principles of executive search. Using private sector technologies and search methodologies, squared within the constraints of the public sector, allows us to deliver an improved client experience and better results.

We are seasoned public sector executives who have profound respect for the work of public agencies. We are passionate about placing today's public leaders, which enables public agencies to deliver exemplary leadership to their constituents.

Mosaic Public Partners is a Limited Liability Company (LLC) registered in the state of California. Mr. Greg Nelson and Mr. Bryan Noblett are the founders and managing partners of Mosaic Public Partners with a 55% and 45% respective ownership. There are no known conflicts of interest related to this executive search and no subcontractors are utilized.

Mosaic Approach

Placing today's public leaders is our mission. Aligning the right candidates with the right opportunities helps our clients to build effective teams. We enjoy building relationships with the people involved in our searches, whether it is the candidates, hiring managers, team members or stakeholders. Establishing meaningful connections with those involved in our search processes is the basis from which we derive our success as a trusted partner and client-focused search firm.

Client Focused

Mosaic Public Partners provides a client-focused, customized approach to every search. We create an open, transparent, and interactive search process for both our clients and candidates. As a small firm we remain highly responsive to client needs and objectives, along with being personally available during the search process. Honest communication, collaboration and connecting with people are key components in a successful search. At Mosaic Public Partners, we pride ourselves on excellent customer service, agility, and responsiveness. We tailor our workload so that we can be readily available to assist with all elements of the search process for our clients and candidates alike.

Our use of innovative technology allows our clients unparalleled real-time access and visibility of the search process. Our commitment is that our clients have a 360-degree view of all elements of their recruitment at any time. We are proud to bring private sector technology to our public sector searches to make them as efficient and transparent as possible for our clients.

Trusted Partners

Our founding partners are two former public sector executives, each with exemplary service careers. We understand local government and the importance of accountability and responsiveness. Our combined career histories exemplify professionalism and a dedication to public service, along with a keen understanding of what it takes to be an effective leader in a public sector environment. Leveraging their public service careers, our founding partners became experienced executive search consultants, bringing with them a continued dedication to public service and an ethical, confidential, and discrete approach to assisting public agencies in the executive search process. Mosaic Public Partners is your trusted partner in placing today's public leaders.

Commitment to Diversity, Equity, and Inclusion

The Mosaic Team celebrates and prioritizes diversity, equity, and inclusion in its search practices and in its own organizational culture. We understand the dynamic nature of diverse teams and our clients' need to build organizations that are as representative of the communities they serve as possible. Simply stated, the need for public employers and public sector search firms to build recruitment processes anchored by a commitment to diversity, equity and inclusion is more important now than ever. Mosaic Public Partners is committed to ensuring outreach to diverse candidate pools via inclusive and strategic advertising, targeted outreach, and other methods which are all intended to deliver a diverse, highly qualified candidate pool to our clients. Evidence of this commitment can certainly be seen in the placements our founding partners have made over the past several years.

Why Choose Mosaic Public Partners?

National Reach

While we have extensive experience conducting searches in California, our work across the nation brings a valuable perspective on issues and candidate markets to our clients. We invite you to view our consultants' body of executive search experience at: mosaicpublic.com/consultant-portfolio

Diversity

Today's public sector leadership teams thrive when they are diverse in background and thought. Mosaic Public Partners is here to assist, guide and lead in that endeavor.

Experience

Public service is the world in which we've lived. Our search team has over 80 years of public service experience. Having attained executive level positions in our public sector careers has given us valuable insight and an advantage in understanding and responding to the nuances and challenges of selecting public sector leaders.

Collaboration

Mosaic Public Partners believes that executive searches are more successful when the consultants and clients work closely together throughout the engagement. We treat each search as a true partnership with our clients.

Service

Our team will be your partner from start to finish. We are committed to providing excellent service to clients and candidates alike, as well as representing our clients at the highest level.

Innovation

Applying private sector technologies to the tried-and-true practices of public sector searches allows Mosaic Public Partners to deliver needed agility and improved communications to our clients.

Approach and Search Methodology

We approach every executive search as a partnership with our client. In this light, we use a proven framework as the foundation for the project and collaboratively tailor the work plan to meet the unique needs and wishes of our clients. In every search, we aim to provide our client with three deliverables, 1) a diverse selection of qualified candidates, 2) a thoughtful, inclusive, and well-communicated search process, and 3) sound advice and consultation. The following is a representation of the approach and methodology to a Mosaic Public Partners search.

KICKOFF

Project Management

For the Public Health Official position, the consultants of the project team, Mr. Nelson and Mr. Noblett, will meet via videoconference with the Board Chair and Human Resources Director or designee. The objectives of this meeting are to learn points of contact and communication preferences, conduct a stakeholder analysis, develop the project timeline, and to create the preliminary selection process. Since the Public Health Official is a direct report to the Board of Supervisors, it is suggested to establish a two-member Search Committee to allow a point of contact between the Board and the search firm without risking Brown Act violations. The full Board would be engaged to review candidate resumes, for interviews and for final selection.

Candidate Profile Development

Based on the project management kickoff meetings, Mr. Nelson and Mr. Noblett will meet with a variety of stakeholders to solicit input on the desired qualities sought in the next Public Health Official, as well as anticipated challenges and opportunities they will likely face. The project team will also gather important documents, information, and media from the County to be used in the development of the candidate profiles.

The Mosaic Public Partners Team will meet with members of the Board of Supervisors individually to gather their input relative to the desired characteristics sought for candidates, as well as challenges and opportunities facing the County related to public health.

Utilizing the input received, Mosaic Public Partners will create a candidate profile that accurately and attractively presents the opportunity to prospective candidates. Once approved by the Search Committee, the candidate profile serves as the standard by which all prospective candidates are evaluated, as well as for guiding the search strategies.

The Search Committee and the Human Resources Director will be provided with online access to Mosaic Public Partners' recruitment software through a client portal that ensures the respective search strategies and approaches are properly calibrated for

success. Our goal is to ensure that our clients are continually kept updated on the recruitment.

OUTREACH

Outreach and Recruiting

Based upon the search strategies, Mosaic Public Partners will immediately launch targeted and comprehensive search efforts that source candidates from five primary categories.

- **Advertising Campaigns:** Advertisements will be placed in sources targeted to attract a diverse selection of highly qualified candidates.
- **Website and Social Media Campaign:** Mosaic Public Partners provides a comprehensive social media marketing campaign that includes custom graphics, eye-catching photos and distribution on LinkedIn, Facebook, Instagram, and Twitter accounts to share the position with potential candidates. Social media posts are crafted at several points throughout the recruitment process. In addition, partners and recruiters share Mosaic Public Partners blog and social media posts on their respective LinkedIn accounts. Mosaic Public Partners will also highlight the position on our website with a blog post, listing in our 'Upcoming Career Opportunities,' and ultimately on our 'Careers' page once the position is open.
- **Direct Outreach:** The search consultants have extensive candidate networks in California and across the nation. These networks will be leveraged to identify and recruit candidates that appear well matched to the candidate profile.
- **Indirect Outreach:** By using the same candidate networks, Mosaic Public Partners is able to seek nominations from other leading public sector executives who often provide excellent insight into rising talent.
- **Researched Outreach:** Using the search strategy as a guide, Mosaic Public Partners will apply innovative technologies to find and recruit candidates that may not have been identified through other methods.

Each potential candidate is personally engaged by the search consultants and many hours are typically spent answering questions and providing information to candidates to minimize any barriers that may be a discouragement.

Candidate Screening and Evaluation

The search consultants perform an initial evaluation of candidates based upon their submitted materials. Candidates who are well aligned with the candidate profiles, along with all internal candidates, are interviewed via videoconference to further evaluate their qualifications and fit for the position.

Candidates who are well matched to the candidate profiles are identified and a thorough internet and news search is conducted to help understand each candidate's public

persona, as well as to ensure that any items that may be seen as controversial are known and understood.

SELECTION

Presentation of Candidates

Mr. Nelson and Mr. Noblett will meet with the Board of Supervisors in closed session to present the candidates that submitted interest in the position. From this meeting, a small group of candidates is invited to participate in the selection process.

Selection Process

The search consultants will provide on-site facilitation of the interviews. Mosaic Public Partners will design and provide tailored interview materials for all interview panels and ensure the County retains the completed materials for records retention needs.

Background and Final Qualification

Once the Board of Supervisors has identified its candidate of choice, the search consultants will perform thorough background investigations of the candidate, accompanied by a series of consultant-driven reference checks that seek input from people with a variety of perspectives to the candidate.

Negotiation

Mosaic Public Partners will negotiate on the County's behalf to succeed in reaching an agreement with the selected candidate. Across earlier candidate conversations, the search consultants attempt to ensure the candidates' salary and benefit expectations are in accord with the County's to prevent surprises at this critical culmination of the recruitment.

Closeout Communications

Throughout the search process, Mosaic Public Partners maintains professional communications with all candidates involved. We realize that we are representing Lake County throughout the recruitment and ensure that each person we interact with is left with a favorable impression of the County. In this final communication, we inform all candidates who were not selected of their status and the County's appreciation for their interest.

Executive Search Timeline

The typical duration of a search project is 12-17 weeks. Additionally, the selected candidate will customarily need to provide 30-days for notice and transition, if a relocation is involved. This brings the total duration to approximately 16-21 weeks.

A more specific timeline will be crafted in collaboration with the Search Committee and the Human Resources Director (or designee) during the first steps of the search engagements.

The following represents a timeline for a traditional search process. However, with the difficulties associated with recruiting for this position in the past, we would strongly encourage the County to use a dynamic timeline in which strong candidates are brought to interview as expeditiously as possible instead of on a rigid schedule.



Task			Timeline
K i c k o f f	1	Project Management Pre-kickoff meeting: project schedule, stakeholder analysis, communication methods, collection of background material	1-2 weeks
	2	Candidate Profile Development Client input meetings, stakeholder input meetings Drafting and layout of candidate profile	
O u t r e a c h	3	Outreach and Recruiting Advertising strategy and campaign Candidate research and identification Seek nominations Recruit candidates	4-6 weeks
	4	Candidate Screening and Evaluation Paper screening Screening interviews News and internet research	2 weeks
S e l e c t i o n	5	Presentation of Candidates Client meeting to review candidates and select those to advance Candidate updates	1 week
	6	Selection Process Consult and design interview process Facilitation of on-site interview process, typically 4-7 candidates	2-3 weeks
	7	Background and Final Qualification Background investigation and thorough reference checks for finalist candidate	1-2 weeks
	8	Negotiation	1 week
	9	Closeout Communications	Concurrent

Current Searches/Capacity

An important factor in selecting a search firm is the firm's current capacity to ensure the County's search effort will receive the full attention it deserves. Mosaic Public Partners is currently conducting the following searches:

- City of Denton, Texas –Deputy City Attorneys
- City of Lincoln, California – Public Works Director
- City of Martinez, California – Chief of Police
- City of Denton, Texas – Chief of Police
- City of San Marcos, Texas – Director of Finance
- City of San Marcos, Texas – Assistant Utilities Director (electric)
- City of Burleson, Texas – Assistant Public Works Director
- City of Brownsville, Texas – City Manager
- City of Palm Desert, California – Assistant City Manager

Project Team

If awarded the search, both Founders and Managing Partners of the firm would serve on the project team, supported by the firm's Business Support Manager, a research associate, and a graphics designer.

Greg Nelson, Founder and Managing Partner



For the better part of a decade, Mr. Nelson has led a successful executive search practice for a national search firm. In his role, Mr. Nelson has successfully recruited public sector executives on a national scale for a diverse array of field and positions. His work has included positions with intense community interest, high levels of stakeholder involvement, and those with political sensitivities.

In the first twenty years of his career, Mr. Nelson served leadership roles in municipal government where he was known for his progressive and principled leadership. Under his tenure, the Town increased employee engagement, citizen satisfaction (amongst the highest in a national survey), and made drastic improvements in the labor-management climate. He created public-private partnerships that allowed for superior levels of service during budget shortfalls, while enhancing relationships with stakeholders in the community. Additionally, he has provided expert testimony for state and local legislative bodies. Mr. Nelson was a co-founder of a municipal Human Rights Committee, engaging businesses and citizens in workshops and community dialogue on diversity and social equity issues, in and out of the workplace.

Mr. Nelson holds a Master's degree in Public Administration from the University of Illinois-Springfield with a graduate certificate in Public Sector Labor Relations.

As a founder of Mosaic Public Partners, Mr. Greg Nelson leverages decades of experience in the public sector with many years of successful experience leading executive searches for a variety of client roles across the nation.

Bryan Noblett, Founder and Managing Partner



Bryan Noblett spent over 34 years working as a public safety leader in the Greater Sacramento Region. The majority of his career was spent working in leadership and executive level roles. Bryan placed a strong focus on staff development and on ensuring his organization was responsive to community needs throughout his career. He possesses a strong commitment to customer service and worked diligently as a municipal government executive to ensure his organization was

focused on partnering with the community it served. In addition, Bryan is well-versed in labor negotiations and working collaboratively with labor groups to achieve successful outcomes. Bryan's passion for leadership development, talent assessment and public service led him to accept a position with a nationally recognized public sector search firm shortly after his retirement. Bryan holds a Bachelor's degree in Criminal Justice, a Master's degree in Organizational Leadership and has attended a number of prestigious professional development courses.

As a long time contributor to city executive teams, Bryan possesses a thorough understanding of all areas of public sector leadership. He spent the last 2 years partnering with municipal clients and communities across the country by assisting them in recruiting talented leaders to serve as Police Chiefs, City Managers, Chief Financial Officers and other executive-level leadership positions. Bryan deeply values his connections with people, which has led to several outstanding placements and ongoing relationships with clients and candidates alike.

As a founder of Mosaic Public Partners, Bryan is excited to focus on client needs and work with candidates to place today's public leaders.

Sheri Noblett, Business Support Manager



Sheri Noblett spent over 30 years working in the public sector in the Greater Sacramento Region. Over the course of her career, she had direct involvement in the design and implementation of numerous infrastructure and leisure service projects that improved the lives of many in the region. Sheri is a highly skilled project manager and utilized her keen organizational skills to deliver stellar projects on time and on budget.

Her extensive experience in the public sector and working in collaboration with multiple project stakeholders makes Sheri a valued partner with respect to integrating the input from others to deliver the best possible project outcomes. She possesses a strong customer service orientation and has a wealth of understanding of municipal service. Sheri holds a Bachelor's degree in Landscape Architecture, is licensed in California and possesses many certifications that bolstered her public service career.

Cost Proposal and Guarantee

Cost Proposal

Our flat fee to provide executive search services as outlined in this proposal for the position of Public Health Official is \$29,000.

The flat fees include both professional services and consultant expenses related to the aforementioned work plans. These expenses include advertising, consultant travel, administrative support, printing, postage, technology, educational verifications on top candidates and background checks on the selected candidates.

Invoicing will be in four installments for the Public Health Official search:

- | | |
|---|---------|
| 1. Upon execution of the Professional Services Agreement: | \$8,700 |
| 2. After Presentation of Candidates: | \$8,700 |
| 3. After Initial Interviews: | \$8,700 |
| 4. After accepted offer of employment: | \$2,900 |

The flat fees are based upon up to three consultant trips for the search consultants, Mr. Nelson and Mr. Noblett for kickoff meetings, to present candidates, and facilitate candidate interviews. All other client meetings will be conducted via videoconference or teleconference. Any additional expenses will be invoiced at the end of the project and are supplemental to the flat fee. Candidate travel expenses shall be the responsibility of the County. Additional consultant trips will be invoiced at \$1,500 per day, per consultant, plus actual expenses.

This cost proposal and professional search services referenced herein are valid for 60 days from date of submittal.

Guarantee

Mosaic Public Partners offers an industry-standard one-year guarantee on our full search process. If, within a one-year period after appointment, the selected candidate voluntarily resigns or is dismissed for cause, Mosaic Public Partners will conduct another search effort without additional fees for professional services. The County would be expected to reimburse the firm for all incurred expenses which are approximately 30% of the flat fee.

If a placement is not made in the first search attempt, Mosaic Public Partners will conduct a second search effort with no charge for professional services. The County would be expected to pay for all incurred expenses.

Mosaic Public Partners will never actively recruit our placement while they are employed with the County.

Insurance

Mosaic Public Partners maintains the following insurance coverage:

Errors and Omissions/Professional Liability	\$1,000,000
General Liability/Commercial	\$2,000,000
Automobile Liability (hired/non-owned)	\$1,000,000
Workers Compensation	\$1,000,000
Data Breach Liability	\$250,000




Agreement For Recruitment Services For Lake County Public Health Officer

Final Audit Report

2022-06-23

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