

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 W. Brown Creative Partners, Inc., (WBCP), 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 March 11, 2021, and shall terminate on June 30, 2021, 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-five thousand dollars (\$25,000).

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
Carol J. Huchingson, CAO
255 N. Forbes Street
Lakeport, CA. 95453

WCBP, Inc.
Wendi Brown, President
P. O. Box 909
Gold Hill, OR. 97525

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 March 3, 2021 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.

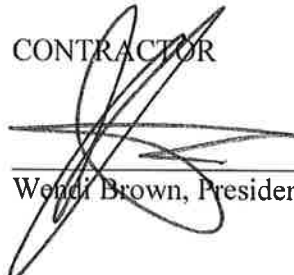
Executed at Lakeport, California on March 10, 2021

COUNTY OF LAKE


Carol J. Huchingson (Mar 10, 2021 15:41 PST)

Carol J. Huchingson, CAO

CONTRACTOR


Wendi Brown, President, WBCP, Inc.

APPROVED AS TO FORM:
ANITA L. GRANT
County Counsel


anita grant (Mar 10, 2021 15:37 PST)

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 March 3, 2021 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. **DEBARMENT, 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 A.M. 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"

PROPOSAL



Recruitment Services for



PUBLIC HEALTH OFFICER

MARCH 3, 2021

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**Sample recruitment brochures separately attached*

I. COVER LETTER



February 23, 2021

Carol Huchingson
County Administrative Officer
255 North Forbes St
Lakeport, CA 95453

Re: County of Lake Executive Recruitment Services for Public Health Officer

It is our pleasure to submit this proposal for recruitment services to secure your ideal candidate for Public Health Officer for the County of Lake. We trust our proposal will showcase our services, client-focused recruitment process, and will act as a testament that we are passionate about what we do to satisfy our clients.

It has been proven that great employees are looking for great employers, not just a paycheck. WBCP provides a broader perspective to recruitment services – going beyond securing the ideal candidate – we brand your organization as an employer of choice. We use eye catching marketing materials, innovative search practices and responsive and respectful communications with your applicants and stakeholders. **We guarantee we will fill your position, and guarantee that placement for 12 months.** We provide a fair and equal recruitment process that also focuses on attracting ethnic and gender diverse applicant pools.

WBCP's is talented at working with you to identify the strengths, challenges and opportunities of this job, ideal candidate and your community and organizational culture. WBCP will work with your stakeholders to design a recruitment strategy that will include a customized engagement process. We will have a series of meetings, discussions, stakeholder interviews, and survey(s) to get to know you, the organization, community, culture, and the staff that the future executives will lead.

My team and I know the California candidate marketplace and have extensive experience filling positions in California. We have several clients in the region and managed successful executive search services for the County of Napa, County of Marin, City of San Rafael, County of Solano, and two years ago for Lake County to assist you in finding your incumbent Public Health Officer.

Either Sam Sackman, WBCP's Recruiting Manager, or I will be lead on this recruitment. I lived for over 35 years in California and have over 20 years of experience in executive search services, six years of which were working for the County of Orange, and I have owned and operated WBCP since 2004. WBCP now has offices in Oregon, Washington, and California, including two offices in the South Bay Area and Central California.

Through the COVID-19 pandemic **WBPC, Inc. has become experts in the virtual recruitment process.** We are providing these services seamlessly and will be able to effectively support a virtual recruitment process or coordinate COVID-compliant in person interviews and/or hybrid virtual and/or in person interviews; WBCP is willing to travel during COVID.

Recruiting top talent has become the number one topic amongst administrators. New and innovative recruitment strategies are critical to identify and secure candidates with a deep understanding of how to assess and meet community needs, and address future challenges. WBCP understands the complexity of community leadership and we are prepared to provide a thorough, complete, and fair recruitment process to provide a diverse applicant pool. **Additionally, in the last three years 40% of candidates placed in leadership positions with our clients came from a diverse background.** In fact, because of our ability to reach diverse applicant pools, we were hired by two national Latino organizations to recruit for an Executive Director and other leadership positions: Latino Public Broadcasting, and Radio Bilingüe (two of the largest, Latino, national nonprofit organization in the US).

Clients choose our firm over others because of our ability to work with your support staff and stakeholder group (including boards, appointed/elected officials and engaged constituents), manage all details of a recruitment process, and secure great candidates. Our dedication and commitment to the client is complemented by our deep understanding and ability to effectively navigate challenging political climates.

Our clients have great things to say about the quality of the service we provide, and the amazing candidates we find them; and many of our clients are return customers. Please feel comfortable reaching out to these organizations to get their feedback directly.

Lastly, I love what I do, and I am passionate about finding exceptional candidates who are also passionate about serving others. My staff and I are driven, and desire to exceed client expectations. I appreciate your consideration in retaining our services and hope to have an opportunity to work with you in the future.

Best regards,

A handwritten signature in blue ink, appearing to be 'Wendi Brown', with a stylized, cursive script.

Wendi Brown | Founder/President, WBCP, INC.

wendi@wbcpinc.com | 541-664-0376

www.wbcpinc.com

II. BACKGROUND AND QUALIFICATIONS

Principal: Wendi Brown, President

Company Legal Name: WBCP, Inc.

Tax ID: 81-5454037

website: www.wbcpinc.com

Phone: 866-929-WBCP (9227) / 541-664-0376

Fax: 866-224-1423

Address:

- **Oregon Main Office:** WBCP, Inc., Gold Hill, 360 Riverside Ave., P.O. Box 909, Oregon 97525
- **California Main Office:** WBCP, Inc., P.O. Box 922, Morgan Hill, CA 95038
- **Washington Main Office:** WBCP Inc., 15405 Des Moines Memorial Drive, #G303, Burien, WA 98148
- **Satellite Office:** California – WBCP, Inc., San Jose, CA 95125
- **Satellite Office:** California – WBCP, Inc., Nipomo, CA 93444

WBCP, Inc. is a 100% woman owned business, an S Corporation, not part of a parent company, and is a registered small business through the U.S. Small Business Administration (SBA). WBCP is registered to do business in California, Oregon, Washington, and Arizona and soon expanding in other states. WBCP files and pays California S Corp and personal income taxes.



BUSINESS HISTORY

WBCP, Inc. has been in business since 2004, and serves nonprofit and public sector organizations. WBCP offers a variety of services, including: partial and full service search services for individual contributor, supervisor, management and executive management positions; human resources consulting – organizational development, training, classification and compensation studies, analysis and assessments, etc.

CURRENT ENGAGEMENTS:

WBCP has the capacity to accept and manage this recruitment immediately.

EXPERIENCE:

WBCP has over 20 years of experience providing search services for public sector and nonprofit organizations. We have successfully secured professionals and provided other consulting services in Oregon, Arizona and California for the **Cities of:** Ashland (OR), Grants Pass(OR), Medford (OR), Central Point (OR), Phoenix (OR), Talent (OR), Chandler (AZ); and *California cities of:* Sacramento, Irvine, Lincoln, Livermore, Medford, Oxnard, Petaluma, Phoenix, San Rafael, Santa Paula, Santa Maria, Riverside, Roseville, Truckee, and Ventura. We have also secured professionals for many diverse industries and clients, in **Counties of:** Contra Costa, Fresno, Humboldt, Jackson, Lake, Lane, Los Angeles, Marin, Napa, Orange, Riverside, San Joaquin, San Luis Obispo, Santa Barbara, Solano, Stanislaus, and Tuolumne. We have also secured executives for positions in **several local and national nonprofit organizations and districts**, including Valley Water, Sacramento Area Flood Control Agency (SAFCA) Tuolumne Utilities District, Olivehurst Public Utility District, North American Blueberry Council/U.S. Highbush Blueberry Council (NABC/USHBC), Boulder Creek Protection District, and Jackson County Fire District 5, and nonprofit organizations, such as Center Point, Options Recovery, Radio Bilingüe, Latino Public Broadcasting, Futures Without Violence (Family Violence Protect Fund).

BELOW IS A SELECTION OF SIMILAR POSITIONS THAT WBCP HAS MANAGED:

Health and Human Services

- Public Health Officer, County of Humboldt, CA
- Public Health Officer, County of Lake, CA
- Public Health Officer, County of San Joaquin, CA
- Public Health Officer, County of Stanislaus, CA
- Public Health Officer, County of Tuolumne, CA
- Assistant Director, Health and Human Services, County of Solano, CA
- Assistant Public Health Officer (2), County of San Joaquin, CA
- Behavioral Health & Recovery Services Director, Stanislaus County, CA
- Behavioral Health and Recovery Services Director, County of Marin, CA
- Behavioral Health Director, County of Santa Barbara, CA
- Behavioral Health Director, County of Tuolumne, CA
- Compliance Manager, County of Solano, CA
- Crisis Manager and Forensic Manager, County of Santa Barbara
- Director of Aging and Adult Services, County of Contra Costa, CA
- Director of Health & Human Services, County of Humboldt, CA
- Director of Health Services, Gold Coast Health Plan, CA
- Director of Social Services, County of San Luis Obispo, CA
- Director of Social Services, County of Santa Barbara, CA
- Director, Health & Human Services, County of Marin, CA
- Director, Health & Human Services, County of Napa, CA
- Director, Health & Social Services, County of Solano, CA
- Director, Health Services Agency, County of San Luis Obispo, CA
- Health Services Administrator, County of Solano, CA
- Medical Director, Public Health Clinics, County of Santa Barbara, CA
- Mental Health Specialists (5), and a Mental Health Manager, Jackson County, OR
- Nursing Services Manager, County of Marin, CA
- Physicians (5 openings), Public Health Clinics, County of Santa Barbara, CA
- Senior Deputy Director, Public Health Department, County of San Joaquin, CA
- Director – Children’s Services, San Joaquin, CA
- Assistant Public Health Officer – San Joaquin, CA
- Supervising Public Health Nurse, County of Marin, CA

BELOW IS A SELECTION OF ADDITIONAL POSITIONS THAT WBCP HAS MANAGED IN VARIOUS INDUSTRIES FOR NONPROFITS, CITIES, COUNTIES, AND DISTRICTS:

Organizational Leadership - including Safety

- Town Manager, Town of Truckee, CA
- City Manager, City of Petaluma, CA
- City Manager, City of Phoenix, OR
- City Manager, City of Oxnard, CA
- City Manager, City of Ventura, CA
- General Manager, Olivehurst Public Utility District, CA
- General Manager, Tuolumne Utilities District, CA
- General Manager, LA Public Media, CA
- Chief Executive Officer, CalPIA (California Prison Authority), CA

- Chief Operating Officer, IT and Administrative Services, Valley Water District, CA
- Chief Operating Officer, Water Utility Enterprise, Valley Water District, CA
- ACEO - Assistant County Executive Officer, County of Napa, CA
- ACAO - Assistant County Administrative Officer, Santa Barbara County, CA
- ACAO - Assistant County Administrator, County of San Joaquin, CA
- Administrative Services and Finance Director, City of Ashland, OR
- Chief of Emergency Management, County of Santa Barbara, CA
- Fire Chief, Jackson County Fire District 5, CA
- Fire Chief, Boulder Creek Fire Protection District, CA
- Deputy Fire Chief, City of Santa Maria, CA
- Executive Director, Water Forum, CA
- Executive Director, Options Recovery Services, CA
- Executive Director, Latino Public Broadcasting, CA
- Executive Director, First 5 Association of California, CA
- Executive Director, First 5 Santa Barbara County, CA
- Executive Director, First 5 Fresno, CA
- Assistant Director, First 5 San Mateo, CA
- Executive Vice President, Center Point, CA
- Executive Director, Community Food Bank, CA

Economic Development

- Director of Innovation and Economic Development, City of Livermore, CA
- Director, Economic Development and Innovation, City of San Rafael, CA

Information Technology:

- Chief Information Officer, County of Solano, CA
- Chief Information Officer, City of Chandler, AZ
- Chief Information Officer, City of Santa Maria, CA
- Chief Information Officer, San Joaquin County, CA
- Chief Information Officer, General Hospital, San Joaquin County, CA
- Chief Information Security Officer (CISO), County of Santa Barbara, CA
- Chief Innovation Security Officer (CISO), City of Riverside, CA
- IT Manager – GIS, County of Solano, CA
- IT Manager – Health and Social Services/County Data Services, County of Solano, CA
- Director of IT, Valley Water, CA
- IT Manager, County of Santa Barbara, Social Services, CA
- Assistant IT Director, City of Roseville, CA
- Assistant IT Director, County of Solano, CA
- Assistant IT Manager, County of Marin, CA
- Cloud Migration Architect, County of Santa Barbara, CA
- Infrastructure Architect, County of Santa Barbara, CA
- Operations Technical Support Supervisor, County of Santa Barbara, CA
- Software Engineer (7 positions), County of San Luis Obispo, CA
- Project Manager, County of San Luis Obispo, CA
- IT Programming Analyst, Reporting, County of Santa Barbara, CA
- Operations Technical Support Supervisor, County of Santa Barbara, CA
- Open Text Business Analyst, County of San Luis Obispo, CA
- Network Engineer, City of Santa Maria, CA

- Network Architect, County of Santa Barbara, CA
- Applications Team Supervisor, County of San Luis Obispo, CA
- IT Security Specialist, County of Santa Barbara, CA
- SAP Software Engineer, County of San Luis Obispo, CA
- IT Security Specialist/Engineer, County of Santa Barbara, CA
- Network Administrators, Superior Court CA, County of Santa Barbara, CA
- Senior Programmer, County of Santa Barbara, CA
- Senior Database Administrator, Napa County, CA

Financial, Accounting/Auditing, Facilities & Operations

- Finance Director, City of Ashland, OR
- Finance Director, City of Lincoln, CA
- Director of Finance, Community Food Bank, CA
- Administrative Services/Finance Director, City of Ashland, OR
- Chief Executive Officer/Chief Operating Officer, Futures Without Violence, CA
- Chief Financial Officer, Marin County Employees Retirement Agency, CA
- Director of Finance, Jackson County, OR
- Financial Controller/Finance Director, North American Blueberry Council/USHBC, CA
- Director of Contracts and Procurement, Valley Water, CA
- Internal Audit Chief, County of Santa Barbara, CA
- Senior Principal Accountant, City of San Rafael, CA
- Audit Supervisor, County of Santa Barbara, CA
- Internal Audit Chief, County of Santa Barbara, CA
- Payroll Supervisor, County of Santa Barbara, CA
- Finance Manager, County of Santa Barbara, Department of Behavioral Wellness, CA
- Financial Systems Analyst, County of Santa Barbara, CA
- Senior Financial Systems Analyst, County of Santa Barbara, CA
- Accountant Auditor I/II, County of Santa Barbara, CA

Planning and Building

- Planning Manager, County of Solano, CA
- Principal Planner, Sacramento Area Flood Control Agency (SAFCA), CA
- Planning Director, County of Santa Barbara, CA
- Environmental Planning Manager, County of San Luis Obispo, CA
- Assistant Planning Director, County of Santa Barbara, CA
- Principle Planner, Sacramento Area Flood Control Agency, CA
- Planner I/II/III, County of Santa Barbara, multiple departments (filled 12 positions), CA
- Planner: II/III, Senior Planner, Principle Env. Planner, Div. Manager, (filled 4 positions) County of SLO, CA
- Chief Building Officer, City of San Rafael, CA
- Chief Building Official, City of Calistoga, CA

Human Resources

- Human Resources Director, Napa County, CA
- Human Resources Director, Solano County, CA
- Human Resources Manager, Solano County, CA
- Human Resources Director, Mariposa County, CA
- Human Resources Director, County of Humboldt, CA
- Risk Manager, County of Marin, CA

- Chief Human Resources & Organizational Development Officer, City of Santa Maria, CA
- Director of Employee Experience and Culture, City of San Rafael, CA
- Director, Organizational Effectiveness and Culture, County of Los Angeles, CA
- Recruitment, Retention and Selection Manager, County of Santa Barbara, CA
- Labor Relations Manager, County of Solano, CA
- Deputy Human Resources Director, Labor Relations, County of Marin, CA

Legal/Counsel/Clerk

- Agency Counsel, Sacramento Area Flood Control Agency (SAFCA), CA
- Assistant City Attorney, City of Roseville, CA
- Public Defender, County of Solano, CA
- County Counsel, Jackson County, OR
- County Counsel, County of Solano, CA
- County Counsel, County of Marin, CA
- County Counsel, County of Orange, CA
- City Attorney, City of Santa Maria, CA
- Assistant City Attorney, City of Santa Maria, CA
- Assistant City Attorney (planning and development), City of Santa Maria, CA
- County Counsel I/II, III and Assistant County Counsel (five positions), County of Santa Barbara
- City Clerk, City of Livermore, CA

Parks and Recreation, Community Services & Arts

- Parks Director, City of Ashland, CA
- Parks Director, County of Santa Barbara, CA
- Assistant Director, Recreation and Parks, City of Santa Maria, CA
- Assistant Parks Director, County of Santa Barbara, CA
- Community Development Director, City of Grants Pass, OR
- Community Services Director, City of Irvine, CA
- Community Services Director, City of San Rafael, CA
- Executive Director, Arts Commission, Santa Barbara County, CA
- Real Estate Program Manager, Sacramento Area Flood Control Agency, CA

Public Works, Transportation & Engineering

- Director of Transportation, County of Riverside, CA
- Transit Manager, Santa Maria, CA
- Chief Operating Officer, Water Utility Enterprise, Valley Water, CA
- Chief Operating Officer, Administrative and Contract Services, Valley Water, CA
- Power Engineer, City of Roseville, CA
- Director of Public Works, City of Roseville, CA
- Director of Public Works, City of San Rafael, CA
- Director of Public Works, City of Santa Maria, CA
- Director of Public Works, City of Ashland, OR
- Assistant Director Public Works, County of Marin, CA
- Deputy Operating Officer, Water Sheds Design and Construction, Valley Water, CA
- Deputy Operating Officer, Water Utility Capital, Valley Water, CA
- Deputy Operating Officer, Raw Water, Valley Water, CA
- Deputy Director Public Works, Civil/Traffic Engineer, County of Marin, CA
- Assistant Operating Officer of Watershed Stewardship & Planning Div., Valley Water, CA
- Assistant Operating Officer, Treated Water, Valley Water, CA

- Assistant Operating Officer, Dam Safety and Capital Delivery, Valley Water, CA
- Unit Manager, Treatment Plant Design & Commissioning Manager, Valley Water, CA
- Unit Manager, Engineering Utility Operations and Maintenance Manager, Valley Water, CA
- Unit Manager, Asset Management, Valley Water, CA
- Principal Civil Engineer, City of Santa Maria, CA
- Civil Engineer, Project Manager & Assistant Project Manager, Morton and Pitalo, Sacramento, CA

Other:

- Certified Dog Trainers, Dogs for Better Lives, OR
- Administrative Assistant, Legal Counsel, Valley Water, CA
- Marketing and Communications Director, North American Blueberry Council, CA

See positions we are currently filling at <https://wbcpinc.com/job-board/>

III. GUARANTEE

- (1) We guarantee successful placement, and will provide continued consulting services (however, client will pay for any additional direct cost expenses) until we are successful.
- (2) If a candidate selected and appointed by the Client terminates employment for any reason before the completion of ***the first 12 months of service***, WBCP will provide the Client with the necessary consulting services required to secure a replacement. Professional consulting services will be provided to the client for a fee of \$4,500, plus additional expenses to secure another candidate as defined under IX Cost Proposal - Expenses.

IV. CONSULTANT'S BIOS

WENDI BROWN – Lead Consultant/Recruiter

I am the President of WBCP, an executive search and human resources consultancy, serving clients in Oregon and California. My team and I are passionate about helping organizations improve their recruitment services, place great talent, conduct department assessments, redesign antiquated processes, revise job descriptions, conduct salary and benchmark studies, and more. I have over 20 years of experience in marketing and advertising and combine this with my background in recruiting to successfully place hard-to-fill, management, and executive positions. I have worked in various industries -- advertising and public relations, national real estate franchisor, global manufacturing – and I have worked with nonprofit and public sector organizations since 1999. Formerly, I was an internal Human Resources Consultant for the County of Orange, California, providing countywide communications, human resources, executive search and recruiter training services to the Assistant Chief Executive Office/Human Resources Director and, at that time, 25 decentralized departments, with 17,000 employees, serving a community of 300,000. I have a Bachelor's of Science in Business Administration with an emphasis in Marketing from Colorado Technical University; have earned several certificates in Project Management, Global Business, Marketing and Human Resources; and working towards a Master's in Management at Southern Oregon University.

SAM SACKMAN – Sr. Recruiter & Business Development Manager

Sam is WBCP's Senior Recruiter and Business Development Manager and is part of WBCP's executive leadership team. Sam has a wealth of business and public sector experience and brings in-depth analytical and project management skills and experience supporting executive leadership with special projects, program development, contracts and administration, and executive recruitment support. Prior to joining the WBCP team, she spent five years working at Valley Water (formerly Santa Clara Valley Water District) where she was an expert in leading complex projects and organizational change management practices supporting the CEO, Chief Officers, and various departments, such as Facilities, Contracts, Human Resources, and Government Affairs. She brings a wealth of knowledge of the innerworkings of government agencies, political sensitivities, and their recruitment policies and processes. Sam has a Master's in Anthropology with an emphasis in Program Development, and an undergraduate degree in Anthropology with an emphasis in Sociology and Behavior-driven Health from Creighton University.

HEATHER JACK – Chief Operating Officer

Heather Jack is WBCP's Chief Operating Officer and lead Project Manager and has been working for WBCP since 2015. Heather supports all recruitments from start to finish and assists with other projects in human resources, employee engagement, salary and benchmark studies, and other human resource related projects with several municipalities in Oregon and California. Heather has a Bachelor of Science degree in Anthropology and a double minor in Environmental Studies and French from Southern Oregon University.

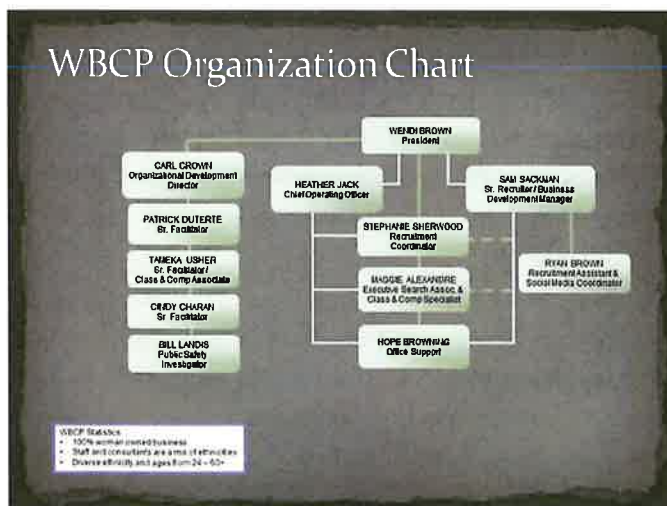
CARL CROWN – Facilitator / Senior Consultant as needed

Carl Crown has over 35 years of experience in Human Resources and Training. Carl is the former Director of Human Resources (retired) for the County of Orange, California. Carl started his county career in Human Resources as a Senior Project Manager working on various initiatives including Agency and Department reorganizations, comprehensive classification and compensation reviews, job redesign efforts and

decentralization of Human Resources functions. Carl was then recruited by the County of Orange CIO to be the manager of the newly formed Client Services Division, where Carl oversaw application development and support and business development. Shortly thereafter, Carl became the Interim Chief Technology Officer responsible for day-to-day operations of the Orange County Data Center and delivery of all Wide Area Network services across the County. Attesting to his leadership abilities and flexibility, he was asked by the CEO to serve as the Human Resources Director for the County, where he supported 25 decentralized departments in all human resource capacities. Carl had many accomplishments as the Human Resources Director at the County, one of which was redesigning and implementing the County's new selection rules, which is a comprehensive approach to marketing open positions, streamlining the selection process, recruiter assessment, and overall improvement in the efficiencies and effectiveness of recruiting throughout the County. Carl came to the County after a 28 year career in the U.S. Coast Guard where he served as: Regional Director of Human Resources, Assistant Director of the Coast Guard Leadership and Management School, Director of Training Development for the USCG Reserve and Commanding Officer of Coast Guard bases in Hawaii and Southern California. Carl holds a Masters in Administration in Organizational and Human Resource Development and Bachelors of Administration in Biology from the University of Florida; and has completed training from the George Washington University in Washington D.C.

CHIEF WILLIAM O. LANDIS – Public Safety / Investigator / Support Consultant as needed

Bill Landis may conduct the background and reference checks for this recruitment. Chief Landis specializes in public safety searches including police, EMS, medical examiner, and fire leadership positions. With over 30 years of law enforcement experience, he has served in multiple roles including School Resource Officer, Bike Team Member, Detective, Corporal, Patrol Sergeant, Detective Sergeant, SAFE (SWAT) Team Member, Commander, CINT Team Member, Operations Lieutenant, Deputy Chief and Police Chief. He holds a Master's degree in Justice Administration and Crime Management from Bellevue University, a Bachelor's degree in Fire Service Administration from Eastern Oregon University, and an Associate's degree in Criminal Justice from Rogue Valley Community College. Chief Landis was certified as a Firefighter I, Deputy Medical Examiner and Executive from DPSST (highest police certification in Oregon). He is an active member of the International Association of Police (IACP), Oregon Association of Chiefs of Police (OACP), and serves as adjunct criminology professor at Rogue Community College.



Review other employees and consultant partners on our website at

<https://wbcpinc.com/wbcp-team/>

V. RECRUITMENT STRATEGY / PHASES

WBCP knows how to customize your search strategy to meet your unique recruitment needs. We customize your recruitment based on the specific needs, target audience and challenges for each recruitment; however below is a baseline approach for most recruitments.

PHASE I

CLIENT & STAKEHOLDER INTERVIEWS

We require the Client and/or Search Committee, and other stakeholders identified by the Client, be involved in the initial and final phases of this recruitment. These are critical phases to ensure we obtain a clear sense of the priorities and the successful hire of the right candidate. WBCP will meet with various stakeholders as warranted by the Client and the level of the position in the organization. These meetings will allow us an opportunity to gather information and gain knowledge about the organization, community and unique aspects of the recruitment to design the ideal candidate professional profile, advertising materials, and strategic approach.

FEEDBACK OUTCOME / TIMELINE DEVELOPMENT

Following the Client/stakeholder meetings, we will develop a detailed timeline for the recruitment along with a proposed advertising plan for approval.

CREATIVE DEVELOPMENT

Immediately following the client feedback activities, we will draft the competencies for the recruitment and advertising material/recruitment brochure for the Client's review. This information will summarize what was learned from Client-related interviews and will be used to advertise the opening.

PHASE II

MARKETING STRATEGY AND IMPLEMENTATION

WBCP will execute a customized marketing/ad plan once the job announcement is created. An ad plan could include the following (based on assumptions), and will be customized based on information gathered in Phase I:

ONLINE ADVERTISING – Including local and national job boards, associations, and other industry related job postings targeting ideal candidates; job boards that reach a desired geographic area and reach a diverse ethnicity.

E-DIRECT MAIL ADVERTISING – including WBCP's current database of potential applicants, we have access to other professional lists and will source more lists through associations, contacts, etc.

SOURCING/HEAD HUNTING - WBCP will contact individuals targeted and generate new contacts through referrals made by respected sources. WBCP is a LinkedIn recruiter and we have access to over 350 million profiles via LinkedIn to assist us in targeting ideal candidates.

COMMUNICATION WITH CLIENT

We will provide weekly updates on the progress of this search unless the client prefers more or less frequent communications. We tailor our communications in accordance with our Client's needs.

PHASE III

RESUME ASSESSMENT

WBCP will review resumes as they are received and/or at the close of the recruitment. Those candidates determined to be the most highly qualified will be selected for a screening interview.

SCREENING INTERVIEWS/ REPORT TO CLIENT

WBCP does not restrict the number of applicants or candidates to be screened. Rather, we interview candidates who meet our ideal candidate criteria; frequently this group amounts to 20 candidates, or on average 20% of the applicant pool. Following the completion of the phone screen interviews, we will develop a report/recommended short list of candidates, which includes: resumes, cover letters and a one-page profile summary of candidate's professional history, including a brief overview of WBCP's assessment and the results of their phone screen. We will meet with the selection committee/Client to review this report and select candidates for interviews. In this meeting we will review the recruitment plan and discuss the final stages of the selection process.

COMMUNICATION WITH CANDIDATES

WBCP will take responsibility for communicating with the applicants/candidates during each phase of the search process and Client should refer any inquiries from potential or existing applicants directly to WBCP.

PHASE IV

SELECTION PROCESS

WBCP will design and administer an appropriate final selection process based on the needs of the Client (tailored to the need and recruitment). WBCP will facilitate the invitation and coordination of these meetings/interviews and provide additional assessment tools/recommendations such as interview questions, writing and presentation exercises, problem solving scenarios, etc.

BACKGROUND & REFERENCES

Following the interviews and the Client's top candidate(s) selection, we will assist the Client with facilitating a thorough background and reference check. A typical approach includes a review of federal, state and local criminal background checks and academic verification by a licensed background agency. Reference checks are conducted over the phone by a senior consultant and a final report is provided to the Client. References are completed on candidate(s) being considered after initial/panel interviews.

NEGOTIATIONS

Once the client reviews and is comfortable with the findings in the background and reference report, we are available to assist with negotiations on compensation, benefits, start date and other transition details.

PLEASE NOTE: Due to COVID-19 Guidelines, WBCP, Inc. is committed to providing services listed herein, typically these services are executed in-person, however we will facilitate all services virtually as needed and have successfully managed many virtual and hybrid interviews (partial in person/part virtual) since March 2020 for our clients.

VI. SCOPE OF WORK

- Facilitate initial kick-off meeting with Client and other meetings that may include Executive Leadership, staff, community and other stakeholders to assist with identifying the ideal candidate profile.
- Assist Client hiring authority/stakeholders in modifying the job description (as needed), and develop a recruitment announcement, marketing material and advertising plan for the recruitment.
- Attend all other meetings and engagements as needed or identified by the Client.
- Implement advertising plan including: publication, headhunting, direct mail, and other online and email marketing efforts.
- Provide timely updates and progress reports to the client regarding search services; every two weeks or as Client identifies is needed.
- Preliminary internet searches will be conducted on recommended candidates.
- Coordinate interview panel(s) as needed, or coordinate this process with Client.
- Receive and review applicants and screen those applicants to identify top candidates. Top screened paper applicants will be video/phone screened by recruiter to identify the key competencies (technical and interpersonal) to assist in identifying the top group of candidates who will be recommended at the Client/WBCP shortlist meeting.
- Facilitate shortlist meeting with Client – review and select candidates who will be invited to interview.
- Coordinate invitations to candidates.
- Develop interview questions and other selection details to meet specific needs and identify key competencies of candidates.
- Facilitate interviews with panel(s).
- Background and reference checks will be conducted with candidates who are identified as final candidates after initial Client interviews have been conducted. Background checks will typically include the following: criminal (local, state and federal), education, credit, social security. References will be conducted based on a 360-degree perspective and will include staff, peers and superiors. Onsite background services are available at an additional fee (see fees for details)
- Facilitate offer and negotiations with selected candidate; as directed by Client.

VII. PROJECT TIMELINE

Below is a sample of an executive search timeline (WILL CUSTOMIZE FOR THIS RECRUITMENT)

Timeline – full scope search services	
Week of	Recruitment Elements
Week 1	<ul style="list-style-type: none"> Secure services with search firm, W. Brown Creative Partners (WBCP) WBCP: review search parameters and recruiting processes with Client Interview with hiring authority and other stakeholders for competencies Identification of advertising venues and ideal candidate prospects Calls, meetings, or coordination with other stakeholders for information gathering
Week 1 - 2	<ul style="list-style-type: none"> Develop and approvals: recruitment process, deadlines, ad plan and strategy, recruitment timeline and brochure Print coordination (if applicable)
Week 2 - 3	<ul style="list-style-type: none"> OPEN RECRUITMENT: Implement marketing plan and direct mail (if applicable) Secure panel member calendars Timeline may be extended if direct mail piece is included (i.e., print/postage) Finalize: panel members and interview logistics and invitations to panel members
Week 4 - 6	<ul style="list-style-type: none"> Receive applications –<i>Collect and source applicants will continue until recruitment closes</i>
Week 7 - 8	<ul style="list-style-type: none"> CLOSE RECRUITMENT AND ADVERTISING Conduct initial phone screen to identify short list of candidates Preliminary check on short list candidates (Google search) Candidate profiles developed and short list recommendations to client
Week 9 - 10	<p>MEETING - Client confirms selection of candidates to be advanced to panel interviews</p> <ul style="list-style-type: none"> Finalize questions, presentation, in-basket (as determined) Coordinates invitations with selected top candidates (short list) Produce panel candidate interview packets
Week 10 - 11	<p>WBCP facilitates interview process – Interview process will be customized based on client and community needs:</p> <ul style="list-style-type: none"> Day 1: Panel Interviews Conducted; Day 2: 2nd Interviews with executive leaders; 3rd interviews may be scheduled as needed with Boards/Commissions, etc.; As needed schedule staff and/or community discussions/meetings
5 days	<ul style="list-style-type: none"> WBCP conducts background and reference checks (backgrounds may be conducted by Client if current contract exists) WBCP conducts full reference checks for candidate(s) selected for Board/Commission interviews; or when Client is interested in making an offer
Hire Negotiations	<p>HIRE</p> <ul style="list-style-type: none"> Hire date to accommodate possible candidate relocation Client (WBCP available to assist in process) conducts offer and facilitates salary negotiations with preferred candidate

Timeline – partial search services

Week of	Recruitment Elements
Week 1	<ul style="list-style-type: none"> Secure services with search firm, W. Brown Creative Partners (WBCP) WBCP: review search parameters and recruiting processes with Client <ul style="list-style-type: none"> Interview with hiring authority and other stakeholders for competencies Identification of advertising venues and ideal candidate prospects Calls, meetings, or coordination with other stakeholders for information gathering
Week 1 - 2	<ul style="list-style-type: none"> Develop and approvals: recruitment process, deadlines, ad plan and strategy, recruitment timeline and brochure Print coordination (if applicable)
Week 2 - 3	<ul style="list-style-type: none"> SOURCE CANDIDATES Secure panel member calendars Finalize: panel members and interview logistics and invitations to panel members
Week 3 - 5	<ul style="list-style-type: none"> Receive candidate information Conduct initial phone screen to identify short list of candidates Preliminary check on short list candidates (Google search) Candidate profiles developed and short list recommendations to client MEETING - Client confirms selection of candidates to be advanced to panel interviews
Week 5 - 7	<ul style="list-style-type: none"> Finalize questions, presentation, in-basket (as determined) Coordinates invitations with selected top candidates (short list) Produce panel candidate interview packets <p>WBCP facilitates interview process – Interview process will be customized based on client and community needs:</p> <ul style="list-style-type: none"> Day 1: Panel Interviews Conducted; Day 2: 2nd Interviews with executive leaders; 3rd interviews may be scheduled as needed with Boards/Commissions, etc.; As needed schedule staff and/or community discussions/meetings
5 days	<ul style="list-style-type: none"> WBCP conducts background and reference checks (backgrounds may be conducted by Client if current contract exists) WBCP conducts full reference checks for candidate(s) selected for Board/Commission interviews; or when Client is interested in making an offer
Hire Negotiations	<p>HIRE</p> <ul style="list-style-type: none"> Hire date to accommodate possible candidate relocation Client (WBCP available to assist in process) conducts offer and facilitates salary negotiations with preferred candidate

IX. REFERENCES

Client	Recruitments & Projects	Contact Information
County of Humboldt , California	<ul style="list-style-type: none"> ○ Director, Health and Human Services Dept. ○ Public Health Officer ○ Human Resources Director <p>Other Projects</p> <ul style="list-style-type: none"> ○ Department of Health and Human Services Assessment ○ Mental Health financial and utilization review 	<p>Amy S. Nilsen, County Administrative Officer; (707) 445-7266; anilsen@co.humboldt.ca.us</p> <p>Linda Catherine Le, Director HR & Risk Management, 707.476.2355; lle@co.humboldt.ca.us</p>
County of San Luis Obispo , California	<ul style="list-style-type: none"> ○ Social Services Director ○ Software Engineer, Senior ○ Software Engineer, I, II, III ○ SAP Engineer ○ IT Project Manager ○ Applications Supervisor ○ Supervising Network Engineer ○ Planning positions (5) ○ Software Engineer, Assessor 	<p>Shawn Shurick, IT Manager, (805)781-1190 sshurick@co.slo.ca.us</p> <p>Karen Valine Admin Services Officer, Planning and Building (805) 781-5617, kvaline@co.slo.ca.us</p>
City of Livermore , California	<ul style="list-style-type: none"> ○ Innovation and Economic Development Director ○ City Clerk 	<p>Doug Alessio, Administrative Services Director City of Livermore Phone: (925) 960 - 4115 dralessio@cityoflivermore.net</p>
LA County , California	<ul style="list-style-type: none"> ○ Director of Organizational Effectiveness 	<p>Mark A. Colton, Organizational Effectiveness, Internal Services Dept. (323) 267-3443 MColton@isd.lacounty.gov</p> <p>Scott Minnix Director, Internal Services Dept. SMinnix@isd.lacounty.gov</p>
Santa Clara Valley Water District , California	<ul style="list-style-type: none"> ○ Chief Operating Officer, Information Technology and Administration ○ Chief Operating Officer, Water Utility Enterprise ○ Deputy Operating Officer, Water Utility ○ Deputy Operating Officer, Raw Water ○ Deputy Operating Officer, Information Technology ○ Deputy Operating Officer, Contracts and Procurement ○ Deputy Operating Officer of Watershed Design and Construction ○ Assistant Operating Officer, Treated Water ○ Assistant Operating Officer, Dam Safety and Capital Delivery ○ Assistant Officer of Watershed Stewardship & Planning Division ○ Unit Manager, Asset Management Manager ○ Unit Manager, Treatment Plant Design and Commissioning Manager ○ Administrative Assistant, Legal Counsel 	<p>Courtney Letts, Senior Management Analyst Human Resources (408) 630-2981 CLetts@valleywater.org</p>

Client	Recruitments & Projects	Contact Information
<u>County of San Joaquin,</u> California	<ul style="list-style-type: none"> ○ Public Health Officer - 2020 ○ Assistant Public Health Officer – 2021 (current) ○ Assistant Public Health Officer, Children’s Services - 2020 ○ Senior Deputy Director, Public Health - 2020 ○ Chief Information Officer, General Hospital, 2018 ○ Chief Information Officer, 2018 ○ Assistant County Administrator, 2018 ○ Division Chief, Payroll, Auditor-Controller, 2021 	<p>Zienna Blackwell-Rodriquez DNP, RN, PHN Director, San Joaquin County PHS Phone: 209-468-3413; zrodriquez@sicphs.org</p> <p>Jennifer Goodman, Principal Personnel Analyst, Human Resources 209 953 7325; jgoodman@sigov.org</p>
<u>County of Solano,</u> California	<ul style="list-style-type: none"> ○ Chief Information Officer ○ Chief Technology Officer/Assistant IT Director ○ Human Resources Director ○ Director, Health & Social Services ○ Assistant Director, Health & Social Services ○ HR/Labor Relations Manager ○ Planning Manager ○ County Counsel ○ Public Defender ○ Compliance Manager ○ Health Services Administrator/Executive Director (FQHC Clinics) ○ IT Senior Manager – GIS ○ IT Senior Manager – Data Services ○ Planning Manager 	<p>Kim Williams (707) 784-2552 HR Director, Solano County kewilliams@solanocounty.com</p> <p>Birgitta Corsello, County Administrator (CAO) 707-784-6108 becorsello@solanocounty.com</p> <p>Nancy L. Huston, Asst County Administrator and Interim Human Resources Director (707) 784-6100 nlhuston@solanocounty.com</p>
<u>City of San Rafael,</u> California	<ul style="list-style-type: none"> ○ Public Works Director ○ Traffic Engineer / Deputy Director, Public Works ○ Community Services Director ○ Economic Development & Innovation Director ○ Chief Building Official ○ Human Resources Director 	<p>Jim Schutz City Manager City of San Rafael (415) 485-3475 direct Jim.Schutz@cityofsanrafael.org</p>
<u>County of Riverside,</u> California	<ul style="list-style-type: none"> ○ Transportation Director 	<p>Lakesha Kimbrough HR Business Partner – Recruitment County of Riverside 951-955-9209 lkimbrough@rivco.org</p>

IX. COST PROPOSAL

FULL SCOPE SEARCH SERVICES

WBCP will not limit the number of hours we work on a recruitment, rather we charge a flat rate and will spend the time necessary to ensure we are successful. Consulting fees will be billed in thirds at the beginning, middle (short list selection) and end of the recruitment process. For partial search services, expenses will be billed as they are incurred and fees will be billed at the end of the search and selection process.

SERVICE COST – FULL SCOPE SEARCH SERVICES

Description of Services/Deliverables:	Inclusive rate for each unit of service:
Consulting Services , Phases I – IV in the proposal's scope of work and includes possible travel to client's location (or coordination of virtual meetings)	\$19,500 (not to exceed)
Expenses: includes possible travel to client's location (or document shipping fees/delivery charges to facilitate virtual meetings), advertising (may include print and postage), brochure design (flat fee of \$950.00 for graphic design), panel packet content, delivery charges, fees for background and reference checks	\$4,500 - 5,400 – (virtual interviews)

SERVICE COST – PARTIAL SEARCH SERVICES

Description of Services/Deliverables:	Inclusive rate for each unit of service:
Consulting Services , identify specific possible candidates from past PHO recruitments, and other names provided by client and other resources; vet these possible candidates for minimum qualifications and maximum competencies in the identified ideal candidate profile; provide a short list of these candidates to client; coordinate panel and candidate interviews/calendars; this may also include stakeholder interviews and brochure development (creative may be in a second round)	Hourly Fee - \$175/hr. (not to exceed \$3,500 or 20 hours of consulting time) and if a candidate is selected from these efforts an additional \$5,000 placement fee will be charged
Expenses: includes document shipping fees/delivery charges to facilitate interviews/meetings, light advertising (indeed and LinkedIn), brochure design (flat fee of \$950.00 for graphic design), panel packet content, delivery charges, fees for background and reference checks	Expenses will be charged per actual cost and as needed, not to exceed \$3,500

If Client determines to go with partial search services, and we are not successful securing an ideal candidate, WBCP will move forward with a full scope search process as identified in this proposal and the above cost less the dollar amount already consumed in the first partial search process. However, if the partial search services are out of expected scope, WBCP reserves the right to evaluate these services and costs with the client before opening up a full search service to determine if there are any other additional expenses or fees that need to be considered.

VIII. OTHER

INVESTIGATIVE BACKGROUND SERVICES AVAILABLE — services can be added to the package if desired

In addition to the background reports, education verification, credit report and reference checks, which are included in the expenses above, WBCP also offers onsite investigative background services. If the client wishes to conduct a background check that includes an onsite visit by a trained private investigator and former Police Chief (similar to a police background check) please contact our office for an estimate for these services.

INSURANCE

WBCP and its sub-consultants have reviewed the contractual agreement and the Insurance Requirements. If selected, WBCP will execute said agreement and will provide the required insurance documents. WBCP will submit certificates of insurance as evidence of the required coverage limits. Insurance policies include: liability, errors and omissions, workers compensation, and vehicle insurance.

CONFIDENTIALITY SAFEGUARDS

Confidentiality is paramount in the work we do. We ensure that the client and candidate information we receive, and conversations with our client (and certainly discussions in closed session) are kept confidential. There are several physical safeguards we have in place including: locked and alarmed office space, password and encryption protected information on our computers and servers, multiple backup systems. As information is shared with our client, we discuss the importance of confidentiality and why it is important to the candidates they are considering, but also brands the organization appropriately. We also ask candidates who are interviewed to keep candidate information confidential, as they may see or meet a candidate during the process. We emphasize that confidentiality is not just until the recruitment is completed, and a candidate is hired, confidentiality is in perpetuity. Leaked information is not a reputation that a client wants to receive, as this could deter future applicants from applying.

ORGANIZATIONAL DIVERSITY STATEMENT

WBCP embraces cross-cultural diversity and we are committed to equitable treatment and elimination of discrimination in all its forms at all organizational levels and throughout all consulting practices, including search services. We strive to reach diverse groups of people to inform them of leadership opportunities. In the last three years WBCP's recruitments have resulted in **40%** of candidates placed in Executive Management positions with our clients coming from a diverse background. We will make extensive efforts to attract a qualified applicant pool that represents a broad range of gender and ethnically diverse individuals.



Wendi Brown

March 3, 2021
Date

Client, Title

Date

2nd Try - Agreement For Recruitment Services for Lake County Public Health Officer.._

Final Audit Report

2021-03-10

Created:	2021-03-10
By:	Carol Huchingson (carol.huchingson@lakecountyca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3Qo4ISMCSmJOqQWzU4zTpGDpkNchmtTV

"2nd Try - Agreement For Recruitment Services for Lake County Public Health Officer.._" History

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