



Legislation Text

File #: 22-444, Version: 1

Memorandum

Date: May 3, 2022

To: The Honorable Lake County Board of Supervisors

From: Pamela Samac, Human Resources Director

Subject: Confidential Recruitment of Chief Administrative Officer Protocol and Summary

Executive Summary:

As directed by the Board of Supervisors on Tuesday, April 26, 2022. Listed below is an outline for the confidential Chief Administrative Officer (CAO) recruitment Protocol, a summary of the CAO recruitment, and the next steps in the recruitment process, including further discussion to gather consensus with the Board on the vision and expectations for the permanent CAO position.

Confidential COA Recruitment Protocol

The CAO recruitment will be coordinated by the Human Resources (HR) Director. The HR Director will confer directly with the Board Chair for this recruitment.

This recruitment will be confidential and will not be discussed with any member of the County Administrators Office, with the following exceptions:

1. Notification of a qualified CAO candidate of interview selection, date, and time.
2. To agendize discussion with the Board regarding CAO recruitment.
3. To agendize and schedule close session interviews.
4. Notification of interview results as directed by the Board.

Recruitment Summary

- HR opened the CAO position as continuous recruitment on 3/28/2022.
- HR sent a PFQ to ten Executive Search Firms with a 4/21/2022 deadline. We will begin the selection process for the Executive Search Firm to conduct the CAO recruitment if needed, once we go through the first round of recruitment.
- First review cutoff date: 4/18/22.
- We received 636 hits and 14 applications.
- HR reviewed all applicants and determined that we have 5 qualified candidates.
- On April 26, 2022, I reviewed first-round results with Chair Crandell, and discussed the following options for the CAO interview process:
 1. HR Director convenes and schedules CAO interview panel to interview and select the

top 3 candidates to interview with the Board.

2. The Board interviews all the qualified candidates from the first review.

- On April 27, 2022, Chair Crandell, advised me that he would like the Board to interview all of the qualified candidates.

Next Steps and Discussion

- Discuss and gather Board consensus on vision and expectations new permanent CAO position.
- Schedule Board CAO interview date.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Consistency with Vision 2028 (check all that apply):

☐ Not applicable

- | | | |
|--|---|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> County Workforce |
| <input type="checkbox"/> Community Collaboration | <input checked="" type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake |

Recommended Action:

1. Approve confidential Chief Administrative Officer recruitment protocol.
2. Gather Board consensus for vision and expectations new permanent CAO position.
3. Schedule Board CAO interview date.