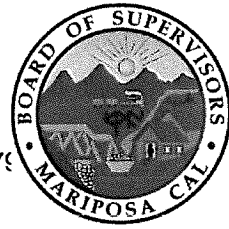


MARIPOSA COUNTY

Human Resources/Risk Management • (209) 742-1379



RESOLUTION - ACTION REQUESTED 2016-646

MEETING: December 13, 2016

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Approve a Contract for an Executive Search Firm

RECOMMENDATION AND JUSTIFICATION:

Approve an Agreement with the Firm of Ralph Andersen and Associates for the Purpose of Conducting a Recruitment for a County Administrative Officer; and Authorize the Board of Supervisors Chair to Sign the Agreement.

Existing County Administrative Officer (CAO) Mary Hodson has announced her retirement after 20 years with the County of Mariposa. Ms. Hodson's last day with the County will be December 31, 2016.

At the Board's request, staff conducted a competitive recruitment for the CAO position but this process did not result in a candidate selection. Subsequently, the Board of Supervisors directed staff to contact prominent executive search firms with recent experience conducting CAO searches to evaluate their interest in conducting a CAO recruitment for the County.

Staff contacted Ralph Andersen and Associates, Cooperative Personnel Services and Avery and Associates. All three firms expressed interest in conducting this recruitment. Of these, the Board selected the firm of Ralph Andersen and Associates ("Ralph Andersen") to conduct the CAO recruitment.

Contract Terms

Staff has been in touch with Ms. Heather Renschler from Ralph Andersen to finalize both the terms of the professional services contract and the scope of services component, which are now being presented to the Board for review and approval. The terms of the contract include the following important points:

- The estimated completion time for the recruitment is 60-75 days, which includes: meetings with the Board of Supervisors and others involved with the process, outreach and advertising, the initial screening of resumes, a background check on the candidates, the presentation to the Board of a short list of candidates and the eventual selection of the final candidate by the Board.

- The cost of the recruitment quoted by Ralph Andersen will not exceed \$28,000, inclusive of all expenses.
- Ralph Andersen agrees that should the selected candidate be terminated for cause within the first year of employment with the County, Ralph Andersen will conduct the search again at no cost (with the exception of expenses) to the County.

If the Board approves the attached contract, staff will contact Ralph Andersen to initiate the CAO recruitment process.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors approved the recruitment to fill the upcoming vacant CAO position.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Board could request that Staff conduct this recruitment or request that another executive search firm be selected.

FINANCIAL IMPACT:

An adjustment will be requested during the mid-year budget review to use County Administrative Officer salary savings to pay for this service.

ATTACHMENTS:

PSA with Ralph Andersen for CAO Recruitment (PDF)
CA10 - Additional exhibit - Ralph Andersen Associates (PDF)
CA10 - Additional exhibit - Listing of County Recruitments 2013 to Present (PDF)

CAO RECOMMENDATION

Requested Action Recommended



Mary Hodson, CAO 12/7/2016

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Kevin Cann, District IV Supervisor

SECONDER: Merlin Jones, District II Supervisor

AYES: Smallcombe, Jones, Long, Cann, Carrier