



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: June 18, 2019

**DATE:** June 7, 2019

**TO:** Board of County Commissioners

**FROM:** Patricia Hurley, Director of Human Resources  
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**THROUGH:** David Solaro, Interim County Manager

**SUBJECT:** Update on the Washoe County Manager recruitment and possible direction on recruitment process. (All Commission Districts.)

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### SUMMARY

On April 11, 2019 County Manager John Slaughter announced his intent to retire effective June 14, 2019. Human Resources immediately researched options to provide recommendations to the Board for recruitment and selection of a new Washoe County Manager. Staff is providing the Board an update on the recruitment process and selection of an executive recruitment firm.

### PREVIOUS ACTION

On April 11, 2019 County Manager Slaughter advised the Board of his intent to retire effective June 14, 2019.

On April 23, 2019 the Board directed Human Resources to begin recruitment for a new County Manager with the minimum qualifications and ideal candidate criteria listed, with the ability to immediately contract the services of an executive recruitment firm in the event the Board does select a viable candidate after the Human Resources recruitment. During the April 23, 2019 meeting, it was also determined that on May 21, 2019, Human Resources would return to the Board with an update on the recruitment and present possible options for the next step of the selection process.

On May 21, 2019 the Board directed Human Resources to contract with an executive search firm keeping the current 11 candidates in the pool with direction to staff to update the Board on June 18, 2019.

On May 28, 2019 the Board provided staff direction on the appointment of an Interim County Manager effective June 14, 2019.

On June 11, 2019 the Board appointed David Solaro Interim County Manager effective June 14, 2019.

AGENDA ITEM # \_\_\_\_\_

## **BACKGROUND**

Per Nevada Revised Statute 244.125 to NRS 244.135 inclusive, the County Manager must be filled by appointment by the Board of County Commissioners; the County Manager serves at the pleasure of the Board.

Human Resources opened the recruitment on April 23, 2019 with a two week recruitment period and 11 applicants met the minimum qualifications for the position based on the application materials which were submitted. On May 21, 2019 the Board directed Human Resources to contract with an executive search firm keeping the current 11 candidates in the pool with direction to staff to update the Board on June 18, 2019.

Human Resources requested proposals from four leading executive search firms and after reviewing the proposals contracted with Ralph Andersen & Associates.

Ralph Andersen & Associates has provided executive search and consulting services since 1972 with specific experience in public sector recruitment. Washoe County previously utilized Ralph Anderson & Associates for the Washoe County Manager recruitment in 2013 as well as the Chief Information Officer recruitment in 2014. Ralph Anderson & Associates will conduct a comprehensive recruitment to include extensive outreach to highly qualified candidates throughout Nevada, the Western Region, and across the nation. Ms. Heather Renschler will be the dedicated Project Director for this recruitment. Listed below is the tentative schedule for the recruitment however it is possible that the recruitment will be opened prior to June 24. The closing deadline will remain the same.

- Open/Close the Recruitment – June 24 to July 26
- Assessment Panel Review – Week of August 5
- Update and Recommendations to the Board – August 13
- Board Interviews and selects top candidate and alternate – August 20
- Negotiation of employment agreement and salary – By September 4
- Board Formal Appointment – September 10
- Estimated Hire Date – October 7

## **FISCAL IMPACT**

The cost associated with contracting an executive search firm is included in the approved Human Resources FY18/19 Services and Supplies budget (C109500).

## **RECOMMENDATION**

It is recommended the Board acknowledge update on the Washoe County Manager recruitment.

## **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be:

**Move to** acknowledge update on the Washoe County Manager recruitment.