



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: July 23, 2019

**DATE:** July 2, 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. Ralph Anderson & Associates has been contracted to conduct the recruitment for a new Washoe County Manager with formal appointment by the Board expected in September/October 2019. Staff is providing the Board an update on the recruitment and requesting possible direction on the next steps of the recruitment process.

### PREVIOUS ACTION

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.

On June 18, 2019 the Board acknowledged an update on the Washoe County Manager recruitment and Ralph Andersen & Associates opened the recruitment. The closing date for the recruitment is July 26, 2019.

### 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.

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

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 is the dedicated Project Director for this recruitment.

The initial proposed timeline must be revised as Board meetings were cancelled in August and there is now one scheduled Board meeting on August 27.

Ms. Renschler has conducted individual meetings with each Commissioner to obtain additional clarification on the ideal candidate criteria and recruitment process.

Based on the outcome of the recruitment thus far, Ralph Andersen & Associates is requesting possible direction from the Board on the next steps of the recruitment process, which may include either extending the recruitment or moving forward with panel interviews. If there are sufficient qualified candidates, a panel interview will be conducted sometime in the month of August. The panel will be comprised of representatives within the region and will only be utilized to obtain feedback for the Board. In addition, a special session to hold public interviews with the Board will also be requested.

### **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 and provide possible direction on the next steps of the recruitment process.

### **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.