



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: September 24, 2019

DATE: September 10, 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 the interview process for the top candidates to be held during a special meeting scheduled for September 30, 2019. Human Resources. (All Commission Districts.)

SUMMARY

On April 11, 2019 County Manager John Slaughter announced his intent to retire effective June 14, 2019. Ralph Andersen & 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 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.

On July 23, 2019 the Board acknowledged an update on the Washoe County Manager recruitment including the extension of the closing date of the recruitment to August 16, 2019.

On August 24, 2019 the Board acknowledged an update on the Washoe County Manager recruitment.

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 in April 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

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update the Board on June 18, 2019. Human Resources contracted with Ralph Andersen & Associates.

Ralph Andersen & Associates has conducted 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 recruitment closing date was extended to August 16, 2019.

A panel assessment with the candidates was conducted on Wednesday, September 18, 2019. The panel was comprised of representatives from within the region with the intent of obtaining feedback for the Board. The panel assessment was an internal recruitment function coordinated by Ms. Renschler in consultation with the Department of Human Resources.

A special meeting to hold public interviews with the Board is scheduled for September 30, 2019.

Ms. Renschler has developed interview questions based on Commissioners' feedback on the ideal candidate criteria. The interview questions will be provided to Commissioners ahead of the September 30, 2019 public interviews.

During the September 30, 2019 special meeting, each candidate will provide the Board with a five minute introduction presentation which will highlight their experience and background. Candidates will conduct their presentations in alpha order.

After all of the candidate presentations are completed, the Board will interview each candidate in a random order, which will be generated by Human Resources. Each interview is scheduled for 30 minutes.

Once all of the interviews have been conducted, the Board will proceed to a nomination process to identify their top candidates for the Washoe County Manager position. The nomination process which was used for a recent legislative appointment will be used and the Chair will provide an overview of the process before the nominations commence. The process is outlined below:

- Round 1 Nomination – each Commissioner nominates 1 applicant; Nomination conducted by marking ballot, then the Clerk will read aloud nominations, tally, and record.
- If there is a clear Nomination (minimum of 3 nominations for a single applicant): the Chair will entertain motion to appoint that applicant.
- Round 2 Nomination, if needed – each Commissioner will nominate 1 applicant from those applicants previously selected with the highest number of nominations; Nomination again conducted by marking ballot, then the Clerk will read aloud nominations, tally, and record.
- If there is a clear nomination (minimum of 3 nominations for a single applicant): Chair entertains motion to appoint individual to the Washoe County Manager position.

- Nomination continues until Board motion to appoint/vote to appoint individual to the Washoe County Manager position.

Based on the outcome of the recruitment thus far, Ralph Andersen & Associates may request possible direction from the Board on the next steps of the recruitment process.

If the Board motions to appoint an individual to the Washoe County Manager position during the September 30, 2019 special meeting, the Board will then provide direction to staff regarding the negotiation of an employment contract for the next Washoe County Manager. The employment agreement will be submitted to the Board for consideration and possible approval during the next earliest possible scheduled BCC meeting.

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 the update on the Washoe County Manager recruitment and possible direction on the interview process for the top candidates to be held during a special meeting scheduled for September 30, 2019.

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 and possible direction on the interview process for the top candidates to be held during a special meeting scheduled for September 30, 2019.”