



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: June 17, 2025

DATE: June 6, 2025

TO: Board of County Commissioners

FROM: Patricia Hurley, Director of Human Resources 775.328.2087,
phurley@washoecounty.gov

THROUGH: Eric Brown, County Manager

SUBJECT: Discussion and possible action to approve a plan to recruit and select a Washoe County Manager, including authorizing the Department of Human Resources to contract with an executive search firm to conduct the recruitment; to appoint Assistant County Manager Kate Thomas as Interim County Manager for the period of July 1, 2025, until the Interim County Manager vacates the position or a permanent County Manager is appointed; and to authorize a 10% non-PERS compensable special salary increase to Ms. Thomas's July 1, 2025 hourly base rate of pay (\$150.61) while she serves in the capacity as Interim County Manager. The non-PERS compensable special salary adjustment is estimated to cost a maximum of \$1,222.00 per pay period (80 hours). The total cost per the estimated timeline (i.e., interim appointment period of July 1, 2025, through January 5, 2026) is \$16,502. The fiscal impact shall be absorbed within the fiscal year 26 adopted budget of the Office of the County Manager. (All Commission Districts.)

SUMMARY

On June 10, 2025, County Manager Eric Brown announced his retirement from Washoe County effective June 30, 2025. Staff recommends that the Board of County Commissioners approve a plan to recruit a County Manager, including authorizing the Department of Human Resources to solicit proposals and hire an executive search firm to conduct the recruitment. Staff also recommends that the Board appoint Assistant County Manager Kate Thomas as Interim County Manager effective July 1, 2025, until the Interim County Manager vacates the position or the permanent County Manager is appointed. The Interim County Manager will be vested with the same authority to carry out the duties and functions of a County Manager who is appointed on a non-interim basis. It is recommended that the Interim County Manager receive a 10% non-PERS compensable special salary increase while serving as the Interim County Manager.

AGENDA ITEM # _____

PREVIOUS ACTION

In 2019, the Board directed Human Resources to contract with an executive search firm to conduct the recruitment of a permanent Washoe County Manager. Washoe County contracted with an executive search firm to assist with the recruitment of the County Manager. An Interim County Manager was appointed pending the appointment of a permanent Washoe County Manager. On September 30, 2019, the Board appointed a County Manager.

On September 30, 2019, the Board appointed and entered into an employment agreement with Eric Brown as the Washoe County Manager. Washoe County and Eric Brown entered into three separate amendments to the employment agreement. Pursuant to the terms of the employment agreement and related amendments, Eric Brown's term as the County Manager expires on November 21, 2025.

On June 10, 2025, Eric Brown announced his retirement with Washoe County effective June 30, 2025.

BACKGROUND

Per Nevada Revised Statutes 244.125 to NRS 244.135 inclusive, the County Manager must be appointed by the Board of County Commissioners. The County Manager serves at the pleasure of the Board.

The County process for appointing an Interim County Manager is based on past practice. The process for appointing an Interim County Manager is summarized as follows:

- The Board receives notification that a County Manager is vacating his/her position.
- The Board selects a County employee to serve as Interim County Manager to oversee the day-to-day operations of the County during the recruitment and selection process for the permanent County Manager.
- The Interim County Manager's appointment ends on the date that the Interim County Manager vacates the position or the effective date the Board appoints a Permanent County Manager.

The process for recruiting and selecting a permanent County Manager is summarized as follows:

- The Board receives notification that a County Manager is vacating his/her position.
- The Board directs the Department of Human Resources to solicit proposals from executive search firms and select a firm to conduct the recruitment.
- Human Resources, in consultation with the Board Chair and Vice Chair, work with the executive search firm to develop the recruitment process and outreach plan.

- The executive search firm conducts the recruitment and identifies the top candidates to interview.
- The executive search firm conducts background checks of the top candidates.
- The Board interviews the top candidates in a public meeting and selects a County Manager.
- The Board delegates authority to the Department of Human Resources to negotiate the employment agreement with the selected candidate, which would include salary, start date, and other benefits.

The tentative timeline for the County's recruitment and appointment process for the County Manger is summarized as follows:

Date	Action	Considerations
6/17/2025	Human Resources (HR) presents a Staff Report to the Board requesting approval to begin the County Manager recruitment process by soliciting proposals from executive search firms to conduct the recruitment for County Manager and recommend the Board appoint Kate Thomas as Interim County Manager effective July 1, 2025, until the new County Manager is appointed. HR sends out requests for proposal.	Contingent on the Board approving the recruitment process.
6/17/2025 - 7/8/2025	HR receives proposals.	
7/9/2025 - 7/11/2025	HR, in consultation with the Board Chair and Vice Chair, review proposals and determine which executive search firm to interview.	
7/14/2025 - 7/18/2025	HR, the Board Chair, and Board Vice Chair interview prospective executive search firms and make a selection.	
7/21/2025 - 8/1/2025	HR, in consultation with the Board Chair and Board Vice Chair, work with executive search firm to develop recruitment process and outreach plan.	Contingent on executive recruiter's schedule.
8/4/2025 - 8/29/2025	Executive search firm conducts recruitment.	Contingent on executive recruiter's schedule.
9/2/2025 - 9/12/2025	The executive search firm interviews and identifies top candidates.	Contingent on executive recruiter's schedule.

9/15/2025 - 10/3/2025	HR, the Board Chair, and Board Vice Chair meet with the executive search firm to review top candidates. Executive search firm conducts background checks.	
10/21/2025	HR posts the agenda for the special meeting.	
10/23/2025 - 10/26/2025	Conduct meet and greets with stakeholders.	Locations to be identified by the Board.
10/27/2025	In a Special meeting, the Board will interview the top candidates and select a County Manager.	
10/28/2025- 11/4/2025	HR, in consultation with the Board Chair, will negotiate the salary and start date with the selected candidate.	
1/5/2026	Anticipated start date.	

FISCAL IMPACT

The expense associated with this recruitment will be absorbed by Human Resources FY25/26 Budget (C109500).

If the recommended Interim County Manager is appointed by the Board, the non-PERS compensable special salary adjustment is estimated to cost a maximum of \$1,222.00 per pay period (80 hours). The total cost per the estimated timeline (i.e., interim appointment period of July 1, 2025, through January 5, 2026) is \$16,502. The fiscal impact shall be absorbed within the fiscal year 26 adopted budget of the Office of the County Manager

RECOMMENDATION

It is recommended the Board discuss and take possible action to approve a plan to recruit and select a Washoe County Manager, including authorizing the Department of Human Resources to contract with an executive search firm to conduct the recruitment; to appoint Assistant County Manager Kate Thomas as Interim County Manager for the period of July 1, 2025, until the Interim County Manager vacates the position or a permanent County Manager is appointed; and to authorize a 10% non-PERS compensable special salary increase to Ms. Thomas's July 1, 2025 hourly base rate of pay (\$150.61) while she serves in the capacity as Interim County Manager. The non-PERS compensable special salary adjustment is estimated to cost a maximum of \$1,222.00 per pay period (80 hours). The total cost per the estimated timeline (i.e., interim appointment period of July 1, 2025, through January 5, 2026) is \$16,502. The fiscal impact shall be absorbed within the fiscal year 26 adopted budget of the Office of the County Manager.

POSSIBLE MOTION

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

"Move to approve the plan to recruit and select a Washoe County Manager, including authorizing the Department of Human Resources to contract with an executive search firm to conduct the recruitment; to appoint Assistant County Manager Kate Thomas as

Interim County Manager for the period of July 1, 2025, until the Interim County Manager vacates the position or a permanent County Manager is appointed; and to authorize a 10% non-PERS compensable special salary increase to Ms. Thomas's July 1, 2025 hourly base rate of pay (\$150.61) while she serves in the capacity as Interim County Manager. The non-PERS compensable special salary adjustment is estimated to cost a maximum of \$1,222 per pay period (80 hours). The total cost per the estimated timeline (i.e., interim appointment period of July 1, 2025, through January 5, 2026) is \$16,502. The fiscal impact shall be absorbed within the fiscal year 26 adopted budget of the Office of the County Manager."