



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: October 27, 2025

DATE: October 21, 2025

TO: Board of County Commissioners

FROM: Patricia Hurley, Director of Human Resources
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THROUGH: David Solaro, Assistant County Manager
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SUBJECT: Discussion and possible action to consider the following top candidates: James Doar; Laura Freed; Tyler Stone; and Kate Thomas for the vacant Washoe County Manager position pursuant to NRS 244.125 to NRS 244.135 inclusive, including interviewing the top candidates, selection of the County Manager and possible direction to staff regarding the negotiation of an employment contract. (All Commission Districts.)

SUMMARY

On June 10, 2025, County Manager Eric Brown announced his retirement from Washoe County effective June 30, 2025. CPS HR Consulting was contracted to conduct the recruitment for a new Washoe County Manager. Pursuant to Nevada Revised Statutes ("NRS") 244.125 to 244.135 inclusive, the County Manager must be filled by appointment by the Board of County Commissioners and serves at the pleasure of the Board. Four candidates will be interviewed by the Board and based on the candidates' responses, the Board may select their choice for the next County Manager and direct staff to negotiate an employment contract.

PREVIOUS ACTION

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.

On June 17, 2025, the Board approved 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

AGENDA ITEM # _____

County Manager vacates the position or a permanent County Manager is appointed, and to authorize a 10% non-PERS compensable special salary adjustment above 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 2026 adopted budget of the Office of the County Manager.

BACKGROUND

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

Pursuant to NRS 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 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 session 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 Department of Human Resources contracted with CPS HR Consulting to conduct the recruitment for a new Washoe County Manager. CPS HR Consulting conducted a comprehensive, executive level recruitment to include targeted outreach to highly qualified candidates across the nation. Ms. Pamela Derby, Executive Recruitment Manager, served as the dedicated Project Manager for this recruitment.

Human Resources, in consultation with the Board Chair and Vice Chair, worked with Ms. Derby to develop the recruitment process and outreach plan. The recruitment was closed on September 22, 2025. CPS HR Consulting received one hundred and nine (109) applications for the County Manager recruitment. Based on a thorough evaluation of the candidates' qualifications, the top fourteen (14) candidates advanced to a screening interview with Ms. Derby. Subsequently the top fourteen (14) candidates were reviewed with the Board Chair and Vice Chair as coordinated by Ms. Derby in consultation with

the Department of Human Resources. The top four (4) candidates were then identified to move forward in the selection process.

The following candidates will be considered by the Board:

- James Doar
- Laura Freed
- Tyler Stone
- Kate Thomas

Candidate resumes and cover letters with personal information redacted have been included as an attachment.

As part of the interview process, each candidate will provide the Board with a five-minute introduction of themselves which will highlight their experience and background. The Board will interview each candidate, and the interviews are scheduled for 45 minutes.

Once the interviews have concluded, the Board will receive a ballot to identify their top candidate.

The Board may provide direction to staff regarding the negotiation of an employment contract for the next Washoe County Manager. The new County Manager will be appointed and an employment agreement submitted to the Board for consideration and possible approval during the next earliest possible scheduled Board meeting.

FISCAL IMPACT

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

RECOMMENDATION

It is recommended the Board select the next County Manager and direct staff to negotiate an employment contract.

POSSIBLE MOTION

“Move to select _____ as the next County Manager and direct Washoe County Human Resources and the Washoe County District Attorney’s office to negotiate an employment contract.