



INVESTED IN TOMORROW.

Ad Hoc Executive Director Search Committee
via Zoom

Tuesday, May 11, 2021
following Audit & Budget Committee

Committee Members

Paula Fisher, Chair
David Roybal, Vice Chair
Francis Page

Maggie Toulouse Oliver
Tim Eichenberg
Lawrence Davis, *Alternate*
Diana Rosales Ortiz, *Alternate*

AGENDA

1. **Call to Order**
 2. **Roll Call**
 3. **Approval of Agenda**
 4. **New Business**
 - A. Executive Director Minimum Qualifications Informational Paula Fisher, Committee Chair;
 - B. Outside Review of Executive Director Applications Action Francis Page, Acting Board Chair
 - C. Evaluation Criteria of Executive Director Applications Informational
 - D. Confidentiality Statement for Executive Director Applications Informational
 5. **Adjournment**
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Any person with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Trish Winter at 795-0712 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Ms. Winter if a summary or other type of accessible format is needed.

MEMORANDUM

DATE: May 11, 2021

TO: Francis Page, Acting Board Chair

FROM: Anna Williams, CPA, ASD Director/CFO

SUBJECT: Professional Services Under \$60,000

Staff understands that the Board may want to consider the use of a third-party firm to assist the ad hoc committee with evaluating applicants for the executive director position. Please note the following procurement requirements and constraints.

Professional Service Contracts

- MAPS - FIN 4.9 Purchase Order Encumbering Professional Service Contracts Greater Than \$5,000 but Less Than \$60,00
 - To process Purchase Orders used for professional services contracting more than \$5,000 but less than \$60,000 the procedures below must be followed.
 - Prepare a contract and enter it into SHARE using the Contracts Module, then complete a Requisition in SHARE for that supplier and the amount. Send Contracts Review Bureau (CRB) the contract, all necessary attachments, and the “Approved” Requisition. Agencies should note that small purchase professional services agreements cannot have a term beyond twelve (12) months. Multi-year PSAs should be procured using the Request for Proposals process. Non-executive state agencies are not required to send contracts to the Contracts Review Bureau.
- Purchase of goods and services \$5,000 and less – a minimum of two written quotes are required unless on state-wide price agreement.
- Last day to submit any contracts to CRB utilizing FY21 Funds was May 7, 2021. As, such if the professional service contract is going to be greater than \$5,000 then a start date of 7/1/21 would better align with CGB and DFA requirements.
- Currently, there is no recruiting firm on the state-wide price agreement.

Possible Recruiting Firms
To
Assist with ED Search

Alliance Resource Consulting LLC
The Premier Public Sector Executive Recruiting Firm

RECRUITING PROCESS

Our objective is always to find the best qualified candidates. Although notices in professional journals are often helpful, we believe that many of the best candidates must be sought out and their interest encouraged. Our familiarity with various types of organizations, knowledge of the field and our relationships with professional organizations make us well qualified to assist you.

Our clients have found that we are able to:

Build consensus among those involved in the hiring process.

Develop the appropriate specifications for a position.

Encourage the interest of top-level people who would otherwise be reluctant to respond to an advertisement.

Preserve the confidentiality of inquiries, consistent with State public disclosure and open meeting laws.

Save a considerable amount of time for client staff in developing and responding to candidates.

Independently and objectively assess the qualifications and suitability of candidates for the particular position for which we are recruiting.

In the typical recruitment, we provide the following services:

Organization and Position Analysis

Timely Correspondence with Candidates

Candidate Evaluation

Degree and Certificate Verification

Arranging Client Interviews

Community Forums and Surveys

Proactive Targeted Recruitment

Progress Reporting

Final Reporting

Reference and Background Checks

Salary Surveys

Korn Ferry

Enabling people and organizations to exceed their potential:

We deliver sustainable growth by solving your biggest people challenges.

Korn Ferry is a global organizational consulting firm.

We work with our clients to design optimal organization structures, roles, and responsibilities. We help them hire the right people and advise them on how to reward and motivate their workforce while developing professionals as they navigate and advance their careers.

Possible Recruiting Firms
To
Assist with ED Search

Our 7,000 experts in more than 50 countries deliver on five core areas: Organization Strategy, Assessment & Succession, Talent Acquisition, Leadership & Professional Development and Total Rewards.

Hudepohl and Associates

Our Firm:

No two searches are the same. At the executive level, it is not about filling positions; it's about fulfilling promises for long term cultural compatibility, professional symmetry and brand growth. We intensely scrutinize each qualified candidate to ensure we can confidently predict that they will navigate the position's nuances as well as the organization's political and cultural landscape, making certain the fit, like any profound or lasting relationship, is secure – best for client, best for candidate, best for culture.

Imagine having an ally in your quest for the best, looking deeper, longer and more thoroughly. An expert advisor as trusted as a friend, taking the tedious time to do more than just listen; diligently sifting through the details of human resource capital, until all that is left is clarity and decisiveness.

Founded in 1994, our purpose is to strategically discover and link best of breed leaders with extraordinary leadership opportunities. With over 35 years of search experience, successfully performing over 600 professional placements and serving a national client base, Hudepohl & Associates stands alone as the leading source-search predictive placement firm specializing in public pension fund and higher education executive search.

At Hudepohl, you hire us not just because we're experts, but rather because of our unique expertise. This is precisely the Hudepohl difference.

Costs – To Be Determined

In typical recruitment searches the costs can range from \$30k - \$50k + 10% - 20% of the salary provided to the successful candidate. The proposed scope is less than the typical process and the cost will vary by firm.