

AGENDA: January 19, 2006

TO: Regional Transportation Commission
FROM: *pm*
Pat Dellin, Acting Executive Director
REGARDING: EXECUTIVE DIRECTOR RECRUITMENT

RECOMMENDATIONS

The Budget and Administration/Personnel Committee and staff recommend that the Regional Transportation Commission:

1. Accept an oral status report on the recruitment for the Executive Director;
 2. Schedule a half-day meeting of the full Commission in mid-February to interview finalists identified by the Budget and Administration/Personnel Committee; and
 3. Consider the Budget and Administration/Personnel Committee's recommendation, to be reported orally at the meeting, as to the option of creating an ad hoc committee to formulate a recommendation to the full RTC on compensation for the new Executive Director.
-

DISCUSSION

Recruitment Update

John Shannon and Christine Iams of CPS Executive Search have been working with the Budget and Administration/Personnel (B&A) Committee and staff on the Executive Director recruitment. The recruitment is on schedule (see Attachment 1). The closing date for applications was Friday, January 6th. Staff will provide an oral status report on the recruitment.

Schedule Meetings

The schedule for the recruitment (Attachment 1) calls for the following meetings with the Budget and Administration/Personnel (B&A) Committee and the RTC:

PHASE/TASK	PROPOSED TIME
II. 6. Meet with B&A Committee to Select Semi-Finalists	Need a couple of hours; Propose Friday, January 27 th in the afternoon
III. 2. B&A Committee and Staff Interview Semi-Finalists	Need full day for committee; Propose Thursday, February 9 th , all day. (Same day as regular B&A mtg)

III. 4. Interviews of Finalists by Entire RTC

Need half day;
Propose Thursday, February
16th, all morning
(This is the TPW time slot.)

III. 5. Negotiate employment agreement

Ad hoc committee?
March 2nd, regular RTC mtg

Please select a meeting time in mid-February for the full Commission to interview finalists. The Budget and Administration/Personnel Committee will select its meeting times at its January 12th meeting.

Employment Agreement and Compensation

The Budget and Administration/Personnel Committee and RTC staff have been working with County staff on elements of hiring the new Executive Director. The B&A Committee has arranged with County staff that there be a three-way employment agreement between the selected individual, the County and the Commission, in order to cover the time the Executive Director will be a County employee as well as the time after the RTC separates from the County, with a target date of July 1, 2006. County staff has indicated that the County might be able to be flexible on some compensation items. Requests for any changes would have to come from the RTC and be approved by the County Board of Supervisors. The Budget and Administration/Personnel Committee has received information from County Personnel on a draft compensation study. In addition, County staff is performing a survey of other county severance pay packages to see if the County of Santa Cruz should revise its severance pay provisions for its executive management personnel.

At the end of the recruitment process when the RTC selects its preferred candidate, the RTC will need to negotiate compensation for the selected candidate. One option is that the RTC designate an ad hoc committee of less than a quorum of the RTC for the sole purpose of preparing a recommendation on compensation. The ad hoc committee could meet in closed session, and the committee's recommendation would be presented to the RTC in open session. The recommendation of the Budget and Administration/Personnel Committee on this topic will be reported orally at the Transportation Policy Workshop meeting.

SUMMARY

An oral update on the Executive Director recruitment will be presented. The RTC needs to choose a meeting time to interview finalists. The Budget and Administration/Personnel Committee will present its recommendation regarding establishing an ad hoc committee on compensation.

Attachment 1: Recruitment Schedule