



Agenda Date: 2/6/2007
Agenda Placement: 9C

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Britt Ferguson for Nancy Watt - County Executive Officer
County Executive Office
REPORT BY: Patricia Grisham, Administrative Secretary I, 253-4424
SUBJECT: Appointment of Clerk of the Board

RECOMMENDATION

County Executive Officer requests the Board appoint Gladys Coil as Clerk of the Board of Supervisors, effective from February 10, 2007.

EXECUTIVE SUMMARY

Pamela Miller resigned as Clerk of the Board of Supervisors, effective October 7, 2006 and Mary Jean McLaughlin was appointed Acting Clerk, pending the outcome of a recruitment process to fill the position on a regular basis. That recruitment process is now complete and the County Executive Officer is recommending the appointment of Gladys Coil as Clerk of the Board of Supervisors, effective February 10, 2007.

Ms. Coil is currently a Staff Services Analyst II with the County's Public Works Department. Her previous jobs include Supervising Office Assistant with the Napa County Flood Control and Water Conservation District and Senior Office Assistant and Legal Clerk with the Napa County Health & Human Services Agency. Ms. Coil has a Bachelor's degree in Management from St. Mary's College.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

As the Board is aware, Pamela Miller resigned as Clerk of the Board of Supervisors, effective October 7, 2006 and Mary Jean McLaughlin was appointed Acting Clerk, pending the completion of a recruitment to fill the position on a regular basis. The County conducted a nationwide recruitment for the position of Administrative Manager/Clerk of the Board and received 10 applications from throughout the country. After initial screening, four applicants were interviewed by a panel consisting of Ms. McLaughlin, Lorenzo Zialcita, Principal Management Analyst in the County Executive Office, Martha Burdick, Public Works Administrative Manager and Patti Crittenden, Solano County's Chief Deputy Clerk of the Board. Based on those interviews, three candidates, including Gladys Coil, were referred on for consideration by the County Executive Officer and Assistant County Executive Officer. The County Executive Officer is now recommending the Board appoint Ms. Coil as Clerk of the Board, effective February 10, 2007.

As Board members may know, Ms. Coil has been a Staff Services Analyst II in the County's Public Works Department since 2004 where, among other things, she has clerked Parks and Open Space Advisory Committee meetings, worked on various property management issues, prepared and managed grants and overseen a number of Public Works budgets. Prior to being appointed Staff Services Analyst, Ms. Coil was employed as a Supervising Office Assistant for the Napa County Flood Control and Water Conservation District and prior to that served as a Senior Office Assistant and a Legal Clerk with the Napa County Health and Human Services Agency. Ms. Coil has a Bachelor's degree in Management from St. Mary's College of California.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Maiko Klieman