



Agenda Date: 5/9/2006
Agenda Placement: 6Q

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Barbara Scriven for Mark Gregersen - Director
Human Resources
REPORT BY: Barbara Scriven, Human Resources Analyst III, 253-4000
SUBJECT: Approval of a Contract with CPS Human Resources Executive Recruitment Services-Mental Health Director

RECOMMENDATION

Human Resources Director requests approval of and authorization for the Chair to sign an agreement with CPS Human Resources (CPS), dba CPS Executive Search, for a maximum of \$25,500 for the term May 9, 2006 through September 30, 2006 to provide recruitment services to staff the position of Mental Health Director.

EXECUTIVE SUMMARY

The Mental Health Director position in the Health and Human Services Agency became vacant in July of 2005 as a result of the resignation of the incumbent after three months. Human Resources has since conducted two unsuccessful recruitments. Identification of additional candidates for the Mental Health Director position will require considerable outreach and staff time in order to produce a new pool of viable applicants. Human Resources recommends contracting with CPS Human Resources, dba CPS Executive Search, to ensure the timely solicitation of high caliber candidates. CPS has the expertise and staff resources necessary to conduct a successful recruitment for this type of specialized division head position and to ensure that it is filled as soon as possible. CPS will conduct the recruitment for a total cost not to exceed \$25,500.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	This contract will be funded through salary savings resulting from the vacant Mental Health Director position.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification: The market for experienced Mental Health Directors is very limited and recruitment is time intensive. Human Resources conducted three prior recruitments that either resulted in the hiring of a qualified candidate that resigned shortly thereafter or failed to result in an accepted offer of employment. This key division head position has been vacant for some time and it is now imperative to the Health and Human Services Agency that it be filled successfully and as soon as possible. Human Resources does not have the resources available to conduct the level of search this type of recruitment requires. It is more timely and cost-effective to contract out the recruitment of this type of specialized position.

Is the general fund affected? Yes

Future fiscal impact: None.

Consequences if not approved: The recruitment will be done in-house. However, prior attempts to recruit for this position in-house failed. The Human Resources division does not have the resources available at this time to conduct the level of search that this position requires. It is not guaranteed that another in-house attempt would be timely or successful.

Additional Information:

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

The Mental Health Director position in the Health and Human Services Agency (HHS) has been vacant since July of 2005. The Mental Health Director is a state mandated function that requires considerable outreach and staff time in order to produce a viable pool of applicants with the aptitude and skills required to perform a position in such a regulated and changing environment as mental health services. An in-house recruitment was conducted by the Human Resources division when this position first became vacant in 2005. A candidate was selected but resigned to return to their previous employer approximately three months later. A second in-house recruitment was initiated but did not lead to any candidates of interest. A third recruitment was initiated and resulted in a candidate of interest but not an accepted offer. The pool of qualified Mental Health Directors is limited to those candidates with experience working with California regulations and is therefore very narrow and competitive. Because of previous failed attempts to recruit in-house and the Agency's need to successfully fill this key HHS division head position as soon as possible, Human Resources is recommending the use of a professional recruitment firm.

Staff recommends that the County contract with CPS Human Resources, dba CPS Executive Search, to provide assistance in recruiting for the Mental Health Director position. CPS is a Sacramento-based Joint Powers Authority (JPA) organized to provide public sector human resources consulting services. CPS has considerable experience conducting recruitments for county department heads in general and health-related positions in particular. CPS' recent public-health related recruitment experience includes the Health Services Director for Monterey County, County Health Officer and Disease Control and Epidemiology Manager for Orange County, Director of Public Health for Riverside County, Director of Health Services for Sonoma County and Director of Community Health Services for

the Clark County, Nevada Health District. The Board recently approved a contract with CPS for the recruitment of Napa County's Director of Corrections.

Staff did not conduct a competitive process to select a consultant for this recruitment, but competitive processes were recently used to select public sector executive search firms to conduct recruitments for the Director of Corrections and Human Resources Director positions. A review of proposals submitted by CPS and other firms for those positions provided staff with an understanding of the price structures used by most of the major firms in the field. All of the firms' price structures are similar to CPS' structure.

It is estimated that the entire recruitment and selection process for this position should take no more than five months at a total cost not to exceed \$25,500.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Gratton