



Agenda Date: 8/7/2007
Agenda Placement: 6V

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: Britt Ferguson, Assistant County Executive Officer, 253-4406
SUBJECT: Appointment of Director of Corrections

RECOMMENDATION

County Executive Officer requests adoption of a resolution appointing Julie Hutchens as Director of Corrections to serve at the will of the Board of Supervisors, effective September 3, 2007.

EXECUTIVE SUMMARY

The County has conducted three separate recruitment efforts to fill the position of Director of Corrections, originally made vacant by the retirement of Dan Cunningham in 2005. As a result of the latest effort, the County Executive Officer is recommending the appointment of Julie Hutchens to fill the position, effective September 3, 2007.

Ms. Hutchens has served as Captain/Jail Commander for the Siskiyou County Jail since 1994 and held a number of other positions with the Siskiyou County Jail prior to that. She has a Bachelor of Arts degree from California State University, Chico.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Funding is included in the FY07-08 adopted budget for the Department of Corrections.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	If a Director of Corrections is not appointed, the Department will be forced to operate without long-term leadership. If Ms. Hutchens is not appointed Director, it will be necessary to begin the recruitment process again.

Is the general fund affected? Yes

Future fiscal impact: This position is currently budgeted in the Corrections Department budget and will be included in future years' budgets whether or not Ms. Hutchens is appointed to the position.

Consequences if not approved: Further recruitment efforts would be required to fill the position.

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

Napa County Code, section 2.08.040 (C) (f) provides that the County executive Officer shall recommend to the Board of Supervisors, for its consideration and appointment, qualified candidates to fill vacancies for Board appointed department head positions. As a non-elected department head, the Director of Corrections is appointed by and serves at the will of the Board of Supervisors.

In September of 2005, Dan Cunningham retired as Director of Corrections, the Board appointed then-Assistant Corrections Director John Alexander to serve as Acting Director and the County retained the services of the executive search firm Ralph Anderson and Associates to conduct a nationwide recruitment to fill the Corrections Director position. Despite an extensive outreach effort, that initial recruitment proved unsuccessful. In August of 2006, John Alexander retired and the Board appointed former Corrections Director John Pearson to serve as Director of Corrections on an interim basis, with the expectation that an Assistant Corrections Director would be recruited and spend 6 to 12 months working for and training with Mr. Pearson in preparation for ultimately assuming the Director position. The Assistant Corrections Director recruitment also proved unsuccessful. The County then conducted a regional recruitment effort for the Corrections Director position and that effort ultimately was not successful. Finally, in March of 2007, Ralph Anderson was asked to conduct a second nationwide recruitment for the Corrections Director position, resulting in the recommendation being made to you today.

This most recent recruitment generated applications from 15 candidates that Ralph Anderson & Associates believed warranted further review. Based on that review, two candidates were invited to interview with the County. The interview process included meetings with County Executive Officer Nancy Watt, Assistant County Executive Officer Britt Ferguson, Corrections Director John Pearson, Chief Probation Officer Mary Butler, Sheriff Doug Koford, Health & Human Services Director Randy Snowden and Napa City Police Chief Richard Melton. Each candidate also met with Supervisor Mark Luce or Brad Wagenknecht.

Based on all of the available information from the interviews as well as background assessments provided by Ralph Anderson & Associates, the County Executive Officer is recommending that Julie Hutchens be appointed Director of Corrections, effective September 3, 2007.

Ms. Hutchens is currently the Captain/Jail Commander for the Siskiyou County Jail, a position she has held since 1994. At Siskiyou County she is responsible to the Sheriff for managing a 107 bed jail, with a staff of 45. Other positions she has held with Siskiyou County include Lieutenant in charge of the Jail's Administration Division and Jail Sergeant. Ms. Hutchens is highly regarded in Siskiyou County for her management abilities and respected

among other corrections officials in the State. She currently serves on the State Corrections Standards Authority Executive Steering Committee for the 2007 Title 15 and 24 Revisions and has participated in many Corrections Authority Work Groups on subjects such as jail medical issues, pregnant females in jails and Correctional Officer training requirements. Ms. Hutchens has a Bachelor of Arts degree from California State University, Chico.

SUPPORTING DOCUMENTS

A . Director of Corrections appointment Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton