



**NAPA-VALLEJO WASTE
MANAGEMENT AUTHORITY**

Agenda Date: 11/5/2009

Agenda Placement: 5A

Napa-Vallejo Waste Management Authority Board Agenda Letter

TO: Board of Directors
FROM: Martha Burdick for Cave, Trent - Manager
Napa-Vallejo Waste Management Authority
REPORT BY: Trent Cave, Manager - 7072534274
SUBJECT: Recruitment

RECOMMENDATION

RECRUITMENT

DISCUSSION AND POSSIBLE ACTION: Authorization to enter into an agreement with CPS Human Resource Services for the recruitment of an Executive Director for the Authority at an estimated cost of \$20,000.

EXECUTIVE SUMMARY

The Ad Hoc #2 advisory committee was formed in October 2008 to review the current and potential future management structure of the Authority. Based on prior discussions, a draft Executive Director job description was provided to the Committee on September 30, 2009 for discussion and direction. Revisions to the draft description have been made based on those discussions. Additionally CPS Human Resource Services, with whom Napa County currently contracts for executive recruitment services, was contacted for a proposal. Items B and C of the attached proposal would be the basis of the agreement with CPS at an estimated cost of \$13,500 plus reimburseable expenses estimated at \$6,500, for a total estimated cost of \$20,000.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Trust Revenue account
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	Request to enter into an agreement with CPS is based on direction from the Ad Hoc Committee #2 assigned to assess and make recommendations to the Board on the managerial structure of the Authority.
Is the general fund affected?	No
Future fiscal impact:	None
Consequences if not approved:	A thorough and professional recruitment effort will not be available to the Authority.
Additional Information:	There are funds currently available in the approved Authority budget, although they have not been specifically earmarked for this purpose.

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 Ad Hoc #2 advisory committee was formed in October 2008 to review the current and potential future management structure of the Authority. Based on prior discussions with the Committee, a draft Executive Director job description was provided to the Ad Hoc on September 30, 2009 for discussion and direction. The Committee recommended several changes to the draft description and in addition recommended using a professional recruitment search firm to conduct the recruitment. The revised description is attached for information only as the recruiting firm may wish to further edit for review prior to initiating recruitment.

CPS Human Resources Services, with whom Napa County currently contracts for executive recruitment services, was contacted for a proposal; that proposal is attached for reference. The Authority Manager is recommending Items B and C of the attached proposal as the basis of the agreement with CPS at an estimated cost of \$13,500 plus reimburseable expenses estimated at \$6,500, for a total estimated cost of \$20,000.

SUPPORTING DOCUMENTS

- A . CPS Proposal
- B . Job Description

Manager: Approve
Reviewed By: Martha Burdick