



**NAPA-VALLEJO WASTE  
MANAGEMENT AUTHORITY**

Agenda Date: 12/3/2009

Agenda Placement: 5E

## Napa-Vallejo Waste Management Authority Board Agenda Letter

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

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### **RECOMMENDATION**

#### **CPS AGREEMENT**

REQUESTED ACTION: Approval of and authorization for the Chair to sign Agreement No. 10-06 with CPS Human Resource Services in the amount of \$22,000 for the term December 3, 2009 to June 30, 2010, for the recruitment of an Executive Director for the Authority.

### **EXECUTIVE SUMMARY**

Based on direction from Ad Hoc #2 advisory committee and direction from the Authority Board on November 5, approval of Agreement No. 10-08 with CPS Human Resource Service in an amount not to exceed \$22,000 will provide the Authority a thorough recruitment endeavor for an Executive Director.

### **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:	Approval of this Agreement with CPS Human Resource Services is based on direction from the Ad Hoc Committee #2 and authorization to proceed with

agreement negotiations as noted on the Board's November 5 Agenda.

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:

### **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**

On November 5, 2009 the Authority Board granted authorization to proceed with contract negotiations with CPS Human Resource Services to conduct an Executive Director recruitment. Based on those negotiations, approval of Agreement No. 10-08 for a maximum amount of \$22,000, will provide the Authority with the following full scale recruitment services:

- Meet with appointing authority to develop candidate profile, agree on schedule and ad sources and develop a list of issues and priorities that will need to be addressed by the successful applicant
- Develop draft ad and brochure texts for approval by Authority officials
- Place ads in agreed upon trade journals and other appropriate sources
- Cause brochure/job announcement to be printed and distributed
- Receive all resumes and acknowledge receipt thereof
- Respond to inquiries from applicants and potential applicants
- Keep client posted on recruitment progress
- Conduct aggressive outreach by initiating contact with potential applicants and with referral sources
- Conduct preliminary screening interviews
- Submit "Client Report" (Includes resumes, summary of resumes, notes, overview)
- Meet with client to discuss the report and the results of the screening interviews in order to allow client to narrow the list to an appropriate number to interview as finalists
- Extend invitations to finalists for final interviews and send them a confirming letter along with useful background information about the Authority
- Prepare an "Evaluation Manual" to be used by panelists during final interviews
- Be present on the day of final interviews to orient panel, greet candidates and coordinate activities, including facilitation of panel deliberations at the end of the day
- Notify all candidates of their standing
- Conduct reference checks and submit a written reference check report to the Authority; In addition, background records checks to be conducted by a licensed firm
- Assist in negotiating a compensation package

**SUPPORTING DOCUMENTS**

None

Manager: Approve  
Reviewed By: Martha Burdick