

M E M O R A N D U M

TO: Board of Trustees

THROUGH: Mike Bandelin
Interim General Manager

FROM: Erin Feore, Director of Human Resources

SUBJECT: Review and possibly approve plan of action for the General Manager Recruitment process, based on staff recommendations.

RELATED STRATEGIC PLAN INITIATIVE(S): Long Range Principal #4 – Workforce Comply with applicable Federal, State, County and governmental regulations and all District policies

RELATED DISTRICT POLICY, PRACTICES, RESOLUTIONS or ORDINANCES: N/A

DATE: February 6, 2024

I. RECOMMENDATION

The Board review the following recommendations for the continuance of the General Manager recruitment process and provide feedback or direction as to next steps:

1. Engage with a new Executive Search Firm for recruitment services. If selected, staff will return to the Board with recommended agencies to include proposed costs for services; or,
2. Engage with a direct placement service for an Interim General Manager; or,
3. Direct staff to recommend an internal candidate for the role of Interim General Manager until such time as the District re-engages with an Executive Search Firm for recruitment services or direct placement.

II. BACKGROUND

On August 30, 2023, the Board of Trustees selected the executive search firm of Bob Hall and Associates and authorized the Director of Human Resources and Interim General Manager to engage in services with said agency.

In the weeks leading up to January 9, 2024, Bob Hall and Associates proposed five candidates for District Board of Trustees' consideration for the position of General Manager. A panel assessment was conducted on January 9, 2024, and the four candidates were recommended to move forward. The panel consisted of the Interim General Manager, the Interim Director of Finance, the Director of Human Resources, and the Talent Acquisition Specialist.

Prior to the final selection of candidates to be interviewed by the Board, one candidate rescinded their interest in the position. The panel then selected the three candidates to be interviewed by the Board. After publishing the candidate's applicant information and prior to the January 31, 2024 Board Meeting, one of the candidates rescinded their interest in the position. As one of the candidates had withdrawn their interest, staff recommended the interviews be deferred until such time as the Board of Trustees could review the current process and provide additional direction on the process.

On January 31, 2024, the Board directed staff to return with additional recommendations related to the General Manager recruitment process. As such, IVGD staff recommends the following options for consideration and seeks direction from the Board:

1. Engage with a new Executive Search Firm for recruitment services. If selected, staff will return to the Board with recommended agencies to include proposed costs for services. It should be noted that Staff are not recommending the District re-engage with Bob Hall and Associates at this time; however, this is not an indication of dissatisfaction of the services their firm previously provided. To the contrary, staff wishes to thank Bob Hall and their team for the services provided, candidates recommended and exceptional customer service received. Based on staff's research into alternative firms, there has been a lack of interest by those contacted to take on this task. Therefore, this approach is not staff's recommendation.

2. Engage with a direct placement service to try to find an Interim General Manager. It is currently unknown if a direct placement service would be able to find an available candidate with the necessary skills and abilities to serve as the Interim General Manager; however, if the Board chooses to direct staff to move forward with this option, staff would seek direction from the Board on the nature of the requisite experience the Board would be seeking. Due to the uncertainty and possible duration of time, this is not staff's recommendation.

3. It is staff's recommendation for the Board to direct the Human Resources Director to work with General Counsel to develop a two-year contract that appoints Bobby Magee as the General Manager; and return proposed contract to the Board for review and approval at a future Board meeting. Mr. Magee has been working side-by-side with the Interim General Manager Mike Bandelin over the past 6 months. He has been involved with the recruitment effort for the General Manager of Golf Operations (Director of Golf, formerly), has been involved with contracts and contract approval processes with General Counsel, is knowledgeable on a variety of future capital improvement projects, has taken the lead to build and sustain the Finance team, and has taken a very challenging situation with our financial data and systems and is implementing systems and controls to ensure the missteps of the past are corrected. These are just some of Mr. Magee's contributions over a relatively short period of time with the District. Coupled with Mr. Magee education and extensive experience in local government, Mr. Magee has demonstrated broad leadership during this time. As such, it is Staff's recommendation that Bobby Magee be considered by the Board as the General Manager for the District. If the Board agrees with this recommendation, the Board may request Mr. Magee formulate his recommended organizational structure, taking the Moss Adams reported recommendations into consideration and recommendations to ensure the progress of the annual audit and the forensic due diligence audit maintain their anticipated schedule.

III. **BID RESULTS**

Not Applicable

IV. ALTERNATIVES

The Board may choose to not select any of the proposed recommendations and instead, provide other direction based on their assessments.

V. ATTACHMENTS

1. Bobby Magee Resume

VI. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES

1. Engage with a new Executive Search Firm for recruitment services. If selected, staff will return to the Board with recommended agencies to include proposed costs for services; or,
2. Engage with a direct placement service for an Interim General Manager; or,
3. Direct General Counsel and the Human Resources Director to develop a two year contract that appoints Bobby Magee as the General Manager and return proposed contract to the Board for review and approval at a future Board meeting; and instruct Bobby Magee to return to the Board with proposed organizational changes in alignment with the Moss Adams recommendations that also ensure the activities in Finance, including the Audit and Due Diligence Audit, remain on track.

BOBBY MAGEE

FINANCE and ADMINISTRATION
PROFESSIONAL

INDEPENDENT CONSULTANT, UPLAND, CA

Municipal Finance Director / Procurement Director Nov 2014 – Present

Assisted multiple municipalities by serving in various capacities as the long-term Interim Finance Director, Administrative Services Director, Procurement Director, and Assistant City Manager. Responsibilities included leadership of up to 60 total staff, customer service, accounting, budgets, purchasing, risk management, finance, business tax, and treasury functions. Currently serving as the Interim Director of Finance for the Incline Village General Improvement District.

Federal Subject Matter Expert

Recognized by the Federal Transit Administration as a procurement and finance subject matter expert, eligible to conduct procurement and finance audits, procurement enhanced review modules, and procurement system reviews for Federally-funded agencies. Developed formal finance and procurement policies and procedures for numerous agencies to be in compliance with Federal, State, and Local laws and regulations. One of only approximately 10 people nationwide that holds Federal eligibility to conduct all three levels of procurement system reviews / audits on Federally-funded transit agencies.

FOOTHILL TRANSIT, WEST COVINA, CA

Director of Procurement Dec 2012 - Nov 2014

Assisted the agency in transitioning from a fully-contracted private employer to a governmental organization, including the development of organization-wide governmental policies and procedures. Developed and implemented the defined contribution retirement system for all employees, which is designed to mirror benefits similar to CalPERS. Responsible for all procurement activities, and at various times oversight of the finance, risk management, and human resources functions.

SAN JOAQUIN COUNTY, STOCKTON, CA

Analyst / Deputy County Administrator May 2003 – Dec 2012

Responsible for financial and operational oversight of approximately half of the County's departments and programs from the office of the County Administrator. Duties included directly supporting the County Board of Supervisors, responsibility and authority for 165 departmental and special district budgets, \$500 million in annual appropriations, and 5,000 full-time, part-time, and contracted employees. Also responsible for all Board Letters and Board correspondence, community engagement, contract negotiations with vendors and County labor units, Countywide procurement functions, and participation as the County representative on the local Metropolitan Planning Organization's Management and Finance Committee.

BARCLAYS GLOBAL INVESTORS, SACRAMENTO, CA

Domestic Portfolio Mutual Fund Analyst (Level 2) Apr 2001 – May 2003

Conducted daily valuations of stock and security portfolios with daily values up to \$20 billion. Responsible for daily oversight, fund valuations, cash flow management, performance analysis, and fund audits of 12 Junior and Level 1 Analysts.

EDUCATION

University of the Pacific, Stockton, CA

Master of Business Administration: Business Management

Bachelor's in Business Administration: Finance and Business Management