

**MEMORANDUM**

**TO:** Board of Trustees

**THROUGH:** Mike Bandelin  
Interim General Manager

**FROM:** Erin Feore, Director of Human Resources;

**SUBJECT:** Staff update on the District General Manger Recruitment Process. Review and discuss and possibly approve an Employment Contract Template and discuss setting a Special Meeting date for District General Manager interviews

**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:** January 3, 2024

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**I. RECOMMENDATION**

That the Board of Trustees make a motion to:

1. Review, discuss and possibly approve a Draft Template for the District General Manager’s anticipated employment contract
2. Discuss and Propose a Board of Trustees Special Meeting calendar date to conduct the District General Manager candidate’s interviews.

**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.

On October 30, 2023, the Director of Human Resources, Interim General Manager and Interim Director of Finance met with the representatives from Bob Hall and Associates to discuss recommended candidates. While it was determined that the proposed selection included well qualified individuals, it was also determined that the diversity of the candidates presented were lacking range. As noted in the verbal report to the Board on December 13, 2023, the bulk of the candidates had lengthy careers in the Public Sector. Understanding the Board's desire to see a greater breadth of knowledge of commercial experience, and that recruiting for executive level positions during the latter months of the year lead us to continue the search with Mr. Hall and his team.

Following our meeting with Bob Hall and Associates on January 8, 2023, we anticipate finalizing the initial candidate list. As such, we are asking the Board of Trustees review and approve the following:

1. Employment Contract Template for General Manager's position
2. Identify and set special meeting date in February for the General Manager candidate interviews.

### **III. BID RESULTS**

Not Applicable

### **IV. ALTERNATIVES**

The Board may propose an alternative recommendation to the Employment Contract proposed and elect to include the General Manager candidate interviews with regularly scheduled meetings.

### **V. ATTACHMENTS**

1. IVGID Employment Agreement – General Manager
2. General Manager Job Description

### **VI. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES**

Approval of the General Manager Contract template; and date identified for a special Board of Trustees Meeting to conduct General Manager candidate interviews.