

M E M O R A N D U M

TO: Board of Trustees

FROM: Erin Feore
Director of Human Resources

SUBJECT: Review, discuss, and possibly approve change to the reporting structure for the Contracts & Purchasing Manager position.

REFERENCE: Resolution 1911, Policy and Procedure 144

DATE: September 27, 2024

I. RECOMMENDATION

That the Board of Trustees review, discuss and approve the recommended change to the reporting structure for the Contracts & Purchasing Manager position.

II. BACKGROUND

When the Contracts & Purchasing Manager position was originally created, it was done so with the understanding that this position would report to the Director of Finance. After further review of position and the expectations of the candidate filling this role, Staff is recommending this position report directly to the General Manager.

This position will be responsible for the creation and management of Districtwide contracts and purchasing agreements and will oversee these functions from drafting to execution. This will require significant oversight by the General Manager, with input from both legal and, as needed, the Board of Trustees. While this position will work with various venue/division Directors, the General Manager will be responsible for providing general direction to this employee to ensure priorities are actively overseen and properly managed.

Further, ensuring internal controls are carefully managed, the General Manager will be responsible for confirming awarded contracts will not exceed Board of Trustees funding approval.

III. ALTERNATIVES

As an alternative, the Board of Trustees may direct staff to refrain from changing the original reporting structure so that this position remains reporting to the Director of Finance.