MINUTES OF THE SPECIAL JOINT MEETING OF THE BOARD OF TRUSTEES AND
THE AD HOC GENERAL MANAGER SEARCH COMMITTEE
April 24, 2020
10:00 A.M.

A meeting of the Board of Trustees of the San Mateo County Mosquito and Vector Control District was held on April 24, 2020. Location: Teleconference (publicly accessible via telephone, computer, and mobile devices through Zoom).

TRUSTEES PRESENT:

Mason Brutschy Town of Atherton
Wade Leschyn City of Belmont
Carolyn Parker City of Brisbane
Joe Galligan City of Burlingame
Claudia Mazzetti County-at-Large
Kati Martin City of Half Moon Bay
Muhammad Baluom City of Millbrae
Ray Williams Town of Portola Valley
Kat Lion City of Redwood City
Ed Degliantoni City of San Mateo
Paul Fregulia Town of Woodside

TRUSTEES ABSENT:

Laura Walsh Town of Colma
Glenn R. Sylvester City of Daly City
Donna Rutherford City of East Palo Alto
Catherine Mahanpour City of Foster City
Dr. D. Scott Smith Town of Hillsborough
Peter DeJarnatt City of Pacifica
Robert Riechel City of San Bruno
Ross Graves City of San Carlos
Vacant City of South San Francisco
Vacant City of Menlo Park

OTHERS PRESENT:

District Manager, Dr. Chindi Peavey
IT Director, David Kwan
District General Counsel, Alexandra Barnhill
Andrew Nelson, CPS HR
1. CALL TO ORDER

   The meeting was called to order at 10:02 AM. Board President Kati Martin called the meeting to order, she noted that this was an optional meeting for the Board and Board Secretary Donna Rutherford and Assistant Secretary Ross Graves were both absent. Board Vice President Kat Lion noted that District Manager Chindi Peavey would take roll and minutes for the meeting. IT Director David Kwan is checking for messages by the public through the District website throughout the meeting.

2. PLEDGE OF ALLEGIANCE

3. Roll Call. District Manager Chindi Peavey conducted roll call. 11 trustees were present including all of the 6 members of the Ad Hoc Manager Search Committee (Galligan, Lion, Martin, Baluom, Degliantoni and Brutschy).

4. Milestones in the process for recruiting the new District Manager. Committee Chair Kat lion gave a slide presentation (that was visible during the teleconference and posted on the District’s website for the public) outlining the process that the committee has executed to date in recruiting a new District Manager.

Public Comment – there was none

Trustee comments - none

5. Functional difference between the position description for the District Manager and the description of the position in the recruitment brochure. Alexandra Barnhill, District General Counsel. Briefly, she described how the job description gives the responsibilities and qualifications for each position on the District staff and is used by staff supervisors in determining whether candidates or current employees meet these qualifications. In contrast, the recruitment brochure describes the ideal candidate for an open position and is derived from the results of the survey conducted by the executive recruiter over the past several days through interviews with each trustee, district staff and outside parties.

Trustee Ray Williams asked if there was a checklist of things the Board needs the new District Manager to do. He stated that the job description is a list of capabilities and abilities and expressed the need for the Board to identify the characteristics of an ideal candidate.

Committee Chair Kat Lion stated that the survey that will be presented next by consultant Andrew Nelson of CPS HR is the checklist, which was synthesized into an ideal candidate statement that will be included in the recruitment brochure. The results of Andrew Nelson’s survey were sent to all trustees prior to this meeting and simultaneously posted on the District’s website. Trustee Williams stated that he had not seen the survey results.
President Kati Martin suggested that the members present listen to public comment and then move to Andrew Nelson’s presentation of the survey results.

President Kati Martin asked for public comment. David Kwan stated that no comments had been received by the public.

6. The Board received a presentation on the survey results and recruitment process to date from Andrew Nelson, Executive Recruiter, CPS HR:

Nelson presented results of interviews with members of the Board of Trustees, Department Directors, and other stakeholders. This report was part of the meeting packet distributed to all trustees and posted on the District’s website under Board meeting materials. Results were compiled to produce a checklist of characteristics for the ideal candidate. A brief description of the ideal candidate is also contained in the text for the recruitment brochure and will be used to screen applicants.

Nelson then reviewed the text from the draft recruitment brochure which was also distributed to all trustees and posted on the District website under Board meeting materials.

**Next Steps:** Nelson reviewed next steps in the recruitment process and a timeline for those steps. He expects for complete the brochure in late April and begin advertising the position on May 1. Nelson will actively identify potential candidates and reach out to them to identify potential interest. The process of conducting the survey produced at least 20 leads on possible candidates. Initial screening of applicants is anticipated to begin on June 8. In late June, he will present candidates to the committee. District interviews of the top candidates are expected to occur in July. The timeline includes some flexibility to respond to the circumstances presented by coronavirus.

President Martin asked for public comment. David Kwan stated that none had been received.

President Martin asked for comments from Trustees. Committee Chair Lion thanked Andrew Nelson for his work. She stated that the salary in the brochure was informed by the Salary Survey conducted by Coastal Region Districts in the spring of 2019. She asked District General Counsel whether the brochure needed to be approved by the full board. General Counsel Barnhill responded that the brochure could be approved by the Committee pursuant to the Board’s delegation of authority. The Committee will ultimately make a recommendation, but the full Board will be responsible for selecting the next District Manager.

She also stated that she had received 3 comments from Trustee Robert Riechel, who was unable to attend today. Trustee Riechel had a correction for the name of the District on page 1. Nelson will make the correction. Riechel asked why there was not a hard-closing date for receiving applications on the brochure. The response was that it is common practice in this type of position to leave it open until filled, but that as stated in the brochure, applications will be screened on June 8 and interviews scheduled. If an application is received after June 8, such applicants may not make the first cut of candidates.
Riechel’s third question was about how a candidate could enroll in the classic retirement plan if they are to be hired after 2013. The answer was that it would apply to a candidate already in the SamCERA system or another retirement system eligible for reciprocity.

President Martin asked what the plan is for distributing the brochure in light of the current Shelter in Place order. Nelson responded that it would be distributed mostly online through email and posting on websites. He encouraged the District to post it on the District website. It will also be mailed to all District managers and laboratory directors in California and Nelson requested a list of contacts for those individuals.

Trustee Fregulia asked how interviews would be conducted if people are still restricted from leaving home due to coronavirus. Nelson responded that they could be conducted by teleconference if necessary, but that hopefully the final interviews in July could be done in person.

Trustee and committee member Galligan made a Motion to approve the recruitment brochure, seconded by Degliantoni.

The result of the voting was 4 yeas by Lion, Martin, Degliantoni, and Galligan, 0 noes, and 2 absent (note committee members Baluom left the meeting at 11:17, and Brutschy left the meeting at 11:02).

Andrew Nelson will proceed with completing the brochure.

7. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS - none

8. ADJOURNMENT

President Kati Martin stated that the next meeting of the Board will be on May 13, 2020 at 6:00 PM.

I certify the above minutes were approved as read or corrected at a meeting of the Board held May 13, 2020.

** All reports that were provided to the trustees at the Board meeting will be available upon request.

Approved:

Kat Lion, Chair Ad Hoc District Manager Search Committee

Kati Martin, Board President

Chindi Peavey, District Manager