

RESOLUTION NO. .

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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RESOLUTION A) APPROVING THE PLAN FOR THE RECRUITMENT AND SELECTION OF COUNTY MANAGER; B) APPOINTING AN AD HOC BOARD COMMITTEE CONSISTING OF PRESIDENT PINE AND SUPERVISOR GROOM TO PROVIDE OVERSIGHT OF THE RECRUITMENT PROCESS AND IMPLEMENT CERTAIN SPECIFIED TASKS; AND C) DELEGATING THE RESPONSIBILITY OF SELECTING A PANEL TO EVALUATE THE QUALIFICATIONS OF THE CANDIDATES TO THE AD HOC COMMITTEE

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, the position of County Manager is critical to the successful operation of the County; and

WHEREAS, on December 11, 2017, County Manager John L. Maltbie announced his plans to retire no later than December 2018; and

WHEREAS, the County Charter provides that “[t]he County Manager shall be appointed by the Board of Supervisors on the basis of executive and administrative qualifications and experience,” and that “[a]pplicants for positions of County Manager shall be solicited widely and shall be screened by the usual personnel procedure;” and

WHEREAS, the County Charter further provides that “[t]he Board of Supervisors shall select a panel competent to evaluate the qualifications of the candidates” and that “[t]he panel shall interview the screened candidates and submit to

the Board of Supervisors a list of from five to seven of the best-qualified candidates.
The Board shall make its selection from this list.”; and

WHEREAS, in seeking to find the most qualified candidate for this position in an efficient and transparent manner, the Board finds that it would be helpful and desirable to set forth and approve a plan for the recruitment and selection of the new County Manager. The Board sets forth this plan with the understanding that, due to the uncertainties inherent in any executive recruitment process, the tentative timeline and process may be subject to change; and

WHEREAS, a plan for the recruitment and selection of the new County Manager has been presented to the Board of Supervisors in the memorandum accompanying this resolution, reference to which is hereby made for further particulars; and

WHEREAS, the Board has examined the plan and desires to approve said plan, and further desires to appoint an ad hoc committee of the Board consisting of President Pine and Supervisor Groom to provide oversight of the recruitment process and implement certain specified tasks; and

WHEREAS, in connection with the aforementioned plan, the Board desires to delegate the responsibility of selecting a panel to evaluate the qualifications of the candidates to the ad hoc committee;

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that, in order to maximize the transparency and efficiency of the recruitment process, the Board hereby approves the above-referenced plan for the recruitment and selection of the

County Manager as set forth in the memorandum accompanying this resolution. The Board approves such plan recognizing that it is intended as a guideline and may be subject to change depending on the circumstances and recommendations of the recruitment firm ultimately selected by the Board.

BE IT FURTHER RESOLVED that the Board hereby appoints an ad hoc committee of President Pine and Supervisor Groom to provide oversight of the recruitment process. In accordance with the above-referenced plan, the ad hoc committee and the Director of Human Resources will interview executive recruitment firms and make recommendations to the full Board regarding the Board's selection of the executive recruitment firm. The ad hoc committee will also review and finalize the recruitment plan and materials developed by said firm.

BE IT FURTHER RESOLVED that the ad hoc committee will work with the Human Resources Department and the Office of the County Counsel to manage any operational and administrative matters related to the recruitment process, and the Board hereby delegates to the ad hoc committee the authority to select the interview panel that will screen initial candidates

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