



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 18-106

Board Meeting Date: 2/13/2018

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Donna Vaillancourt, Human Resources Director
Subject: Agreement with Executive Search Firm for the County Manager Recruitment

RECOMMENDATION:

Adopt a resolution authorizing the Human Resources Director to enter into an agreement with Peckham & McKenney Inc. to conduct an executive search for the County Manager position beginning February 15, 2018 in an amount not to exceed \$30,000.

BACKGROUND:

On December 11, 2017, County Manager John L. Maltbie announced his plans to retire no later than December 2018. As reflected in the County Charter, the Board of Supervisors is responsible for the selection and appointment of this position.

On January 23, 2018, the Board of Supervisors approved a plan for the recruitment and selection of the County Manager position and establishment of an ad hoc Board committee comprised of Supervisor Groom and Supervisor Pine to oversee the recruitment process. A critical component of the plan tasked the ad hoc committee and the Director of Human Resources to interview executive search firms and make a recommendation to the full Board regarding the selection of the recruitment firm.

DISCUSSION:

The Human Resources Department invited five executive search firms to submit proposals to conduct the County Manager recruitment and interview with the ad hoc committee and Director of Human Resources. Four firms submitted proposals and interviewed on January 29, 2018. Based on the interviews, the ad hoc committee is recommending that the Human Resources Department enter into an agreement with Peckham & McKenney. The firm was established in 2004 and is located in Roseville, California. Peckham & McKenney was selected for the following reasons: experience and expertise; qualifications of the individuals conducting the search; interpersonal effectiveness; recruitment strategies; selection process; political astuteness; client list/recent searches; and references.

Once the agreement is approved, the process will begin immediately and the firm will submit a draft recruitment plan for the ad hoc committee's review. The estimated timeframe is between 16 to 18 weeks and will involve stakeholder input.

County Counsel has reviewed and approved the resolution as to form.

Approval for this agreement contributes to Shared Vision 2025 outcome of Collaborative Community by conducting a comprehensive, inclusive, transparent, and collaborative recruitment process.

PERFORMANCE MEASURE:

| Measure | FY 2017-18 Projected | FY 2018-19 Projected |
|---|----------------------|----------------------|
| Percent of project plan milestones completed within established timeframe | 100% | 100% |

FISCAL IMPACT:

There is no impact to the Net County Cost. The agreement costs (not to exceed \$30,000) will post to the Human Resources Department budget and will be offset by a reimbursement from the Non-Departmental Budget/General Fund.