

# SHASTA LAFCO

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## *Report to the Shasta Local Agency Formation Commission*

*From: Marissa Jackson, Analyst* \_\_\_\_\_

**Meeting Date:** September 12, 2013

**Agenda Item #:** 6c

**Subject:** Executive Officer Recruitment Status Report & Potential Appointment (*Action*)

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### **Background and Discussion**

At the Commission's special meeting on July 22<sup>nd</sup>, the preparation of a request for contract proposals (RFP) and an Executive Officer job vacancy and application notice were authorized. Draft copies of these RFP and employment opportunity notice were prepared by staff, and then reviewed and approved by the ad hoc committee appointed by the Commission to facilitate efforts to appoint a new Executive Officer.

The RFP and notice soliciting applications were posted on the Shasta LAFCO web-site, mailed to specific individuals requesting copies, posted on the Cal-LAFCO web-site and distributed through that entity's e-mail list for Executive Officers and consultants, and were advertised using Craigslist.com in various Northern California areas. The RFP and application notices indicated that all responses were to be received by LAFCO by no later than the end of the business day on Friday, August 30<sup>th</sup>.

All of the RFP responses and employment application responses received as of August 30<sup>th</sup> deadline have been provided to Commissioners for consideration. At the time of this staff report, it is anticipated that the ad hoc committee will have already met to review applications and RFPs received and to make recommendations and a report from the committee members (Commissioners Baugh, Haynes and Jones) is expected.

### **Alternative Potential Commission Actions**

There are several options for the Commission to consider in proceeding to have Executive Officer functions performed, including making an appointment on either a short-term or longer-term basis, on a contract basis or with a more traditional appointment; or taking no action at this time. However, before taking any such action at the September 12<sup>th</sup> Commission meeting, it is recommended that the following occur:

1. Take public comment on this issue;
2. Briefly hear from and question prospective candidates for appointment as the new Shasta LAFCO on an interim or longer-term basis; and
3. Defer further action concerning a possible appointment of a new Executive Officer until the commission has met in closed-session to discuss this issue.

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**Copy to:** Commissioners, Counsel, Agenda Packet Recipients

**Attachments:** None

Once this has occurred the Commission can take action to appoint a new Executive Officer based on the information then having been made available, or take no immediate action in that regard. If no immediate appointment is made the Commission could consider modifications to the existing arrangement wherein LAFCO's Legal Counsel has been authorized to perform Interim Executive Officer functions pending such an appointment.