



# WASHOE COUNTY

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## STAFF REPORT

BOARD MEETING DATE: MAY 21, 2019

**DATE:** May 15, 2019

**TO:** Board of County Commissioners

**FROM:** Patricia Hurley, Director of Human Resources  
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**THROUGH:** John Slaughter, County Manager

**SUBJECT:** Update on the Washoe County Manager recruitment and possible direction on the next step of the interview process and assessment areas for interview questions. (All Commission Districts.)

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### **SUMMARY**

On April 11, 2019 County Manager John Slaughter announced his intent to retire effective June 14, 2019. Human Resources immediately researched options to provide recommendations to the Board for recruitment and selection of a new Washoe County Manager. Staff is requesting the Board provide direction on the next step of the recruitment process and assessment areas for interview questions.

### **PREVIOUS ACTION**

On April 11, 2019 County Manager Slaughter advised the Board of his intent to retire effective June 14, 2019.

On April 23, 2019 the Board directed Human Resources to begin recruitment for a new County Manager with the minimum qualifications and ideal candidate criteria listed, with the ability to immediately contract the services of an executive recruitment firm in the event the Board does select a viable candidate after the Human Resources recruitment. During the April 23, 2019 meeting, it was also determined that on May 21, 2019, Human Resources would return to the Board with an update on the recruitment and present possible options for the next step of the selection process.

### **BACKGROUND**

Per Nevada Revised Statute 244.125 to NRS 244.135 inclusive, the County Manager must be filled by appointment by the Board of County Commissioners; the County Manager serves at the pleasure of the Board.

Human Resources opened the recruitment on April 23, 2019 with a two week recruitment period. Human Resources utilized the standard advertising venues for job postings including governmentjobs.com, the State of NV Department of Employment, Training and Rehabilitation which links to NV Job Connect and social media outreach. The recruitment closed on May 7, 2019 and in total Human Resources received 17 applications for the position. Human Resources

**AGENDA ITEM #** \_\_\_\_\_

determined that 11 applicants met the minimum qualifications for the position based on the application materials which were submitted.

Human Resources and the County Manager, in consultation with the Chair, recommend the Board conduct public interviews for all candidates who met the minimum qualifications using the following timeline:

May 30, 2019 Special Meeting during which the Board will meet all qualified candidates. The Board will select a top candidate and alternate with the following process:

- All candidates will be allowed to provide the Board with a brief presentation.
- Based on the presentation and application materials the Board will choose a final slate of candidates to interview.
- The Board will interview the final selection of candidates and select the top candidate and an alternate.

Alternatively if the Board would prefer not to interview all 11 candidates Human Resources staff and the County Manager are prepared with a process to reduce the candidate pool further. However Human Resources and the County Manager recommend all 11 candidates be interviewed by the Board.

If the Board selects a candidate on May 30 Human Resources and the District Attorney's Office will negotiate an employment agreement, salary, and start date for formal Board appointment at their next regular scheduled meeting on June 11, 2019. (Due to the short interval to negotiate the agreement, the Board may consider the appointment of an interim County Manager on June 11 to serve until the employment agreement and appointment are finalized.)

In addition, staff requests that the Board offer areas of assessment which they would like to cover with the interview questions. Examples of assessment areas could be leadership, communication skills, policy making, fiscal sustainability etc.

If a viable candidate is not selected after the Human Resources recruitment, Human Resources will contract an executive search firm according to the direction of the Board.

Estimated Recruitment timeline if the Board does not select a candidate and a recruitment firm is contracted:

Board interviews but does not select .....	May 30, 2019 (BCC)
HR selects an Executive Recruitment Firm .....	June 7, 2019
Update and Recommendations to Board: .....	June 18, 2019 (BCC)
Open/Close the recruitment: .....	June 24/July 15, 2019
Update and Recommendations to Board: .....	July 9, 2019 (BCC)
Board interviews/selection:.....	August 13, 2019 (BCC)
Board formal appointment: .....	August 27, 2019 (BCC)
Estimated hire date:.....	September 24, 2019

## **FISCAL IMPACT**

The expense associated with this recruitment will be absorbed by Human Resources FY18/19 Budget (C109500). If a viable candidate is not selected after the Human Resources recruitment Human Resources will contract an executive search firm according to the direction of the Board and a Contingency transfer will be brought to the Board for approval.

## **RECOMMENDATION**

It is recommended the Board consider possible direction on the process to interview candidates for Washoe County Manager.

## **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be:

Move to approve the process to interview candidates for the Washoe County Manager recruitment, and direction on areas of assessment to include interview questions.