



## EXECUTIVE DECISION DOCUMENT

<b>GENERAL MANAGER APPROVAL:</b> <div style="float: right; border: 1px solid black; padding: 2px; margin-top: 5px;">             DocuSigned by:  <i>Michael Jones</i>  <small>47000790F2D7463...</small> </div>		<b>GENERAL MANAGER ACTION REQ'D:</b>		
<b>DATE:</b> 4/14/2025      4/18/2025		<b>BOARD INITIATED ITEM:</b> Yes		
<b>Originator/Prepared by:</b> Diane Iwata <b>Dept:</b> Human Resources Administration <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">             DocuSigned by:  <i>Diane Iwata</i>  <small>B2B28E38D3F14F1...</small> </div> <b>Signature/Date:</b> <div style="text-align: right;">4/16/2025</div>	<b>General Counsel</b> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">             DocuSigned by:  <i>Amelia Sandoval</i>  <small>2528C067C44147D...</small> </div> <div style="text-align: right;">4/16/2025 [ ]</div>	<b>Controller/Treasurer</b> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">             Signed by:  <i>Stephen Brach</i>  <small>7D9A7C6E7348456...</small> </div> <div style="text-align: right;">4/16/2025 [ ]</div>	<b>District Secretary</b> <div style="text-align: right;">[ ]</div>	<b>BARC</b> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">             DocuSigned by:  <i>Pamela Herhold</i>  <small>3BB24D65B8724F5...</small> </div> <div style="text-align: right;">4/16/2025 [ ]</div>

### Recruitment and Relocation Assistance for District Secretary

#### PURPOSE:

To obtain Board authorization for the General Manager to execute a national recruitment and relocation agreement, if necessary, to assist the District in the identification of qualified candidates, both inside and outside of California for the position of District Secretary.

#### DISCUSSION:

On March 11, 1993, the Board adopted Resolution 4487, which requires Board approval prior to any recruiting activity to employ a person for an annual salary of \$50,000 or more who is not a current District employee. The resolution also states that the District should confine its recruitment to the State of California, consistent with provisions of the law, and that no relocation or moving expenses would be offered to new employees without prior Board approval.

The District Secretary serves as the District's official representative in certain contract matters, in the receipt of legal service from litigants, at public hearings, and for the receipt of federal and state grants. This role also includes acting as Secretary and official recorder for the Board of Directors and related authorities, managing the Conflict-of-Interest Code, and overseeing administrative procedures for Board elections. As this is a vital Board-Appointed officer position that requires specialized skills derived from unique managerial/technical experience and education, additional recruitment resources may be needed to support the recruitment and selection process.

By adopting this motion, the Board will authorize staff to use an executive search firm for

this recruitment. The objective in using a search firm is to increase the candidate pool and identify highly qualified applicants. In the recruitment work plan, every effort is made to locate qualified individuals in California and the San Francisco Bay Area in particular. However, recruitment will not be confined to California.

In addition, the ability to offer relocation assistance in the event that one or more successful candidates are not from the immediate area will enhance the District's competitive posture in this search. The Board's action will allow for the execution of a relocation assistance agreement within the parameters of current District practice as provided in Management Procedure 70. It does not allow for reimbursement for loss on the sale of a residence.

The Office of the General Counsel will approve any relocation assistance agreement as to form.

**FISCAL IMPACT:**

The unbudgeted cost for search firm fees (up to \$99,000, if needed) and any subsequent relocation cost (up to \$25,000, if needed) will be charged to the FY25 Operating Budget of the District Secretary's Office (Cost Center 0401141, Account 681300).

This action is not anticipated to have any Fiscal Impact on unprogrammed District reserves in the current Fiscal Year.

**ALTERNATIVES:**

Fill the position using in-house District recruitment resources. Recruiting for the position without use of an executive search firm and relocation assistance could limit the size and breadth of our candidate pool.

**RECOMMENDATION:**

Adopt the following motion:

**MOTION:**

That the General Manager or his designee is authorized to execute a national recruitment and relocation assistance agreement, if necessary, to assist the District in the identification of qualified candidates both inside and outside of California for the position of District Secretary in conformance with established District procedures.

