



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: August 13, 2021

TO: Board of Directors

FROM: Human Resources Manager

SUBJECT: Report on Recruitments for General Manager and Director of Finance & Administration; Request for Special Meeting

Reviewed by: [Signature] Date: 8/13/21
General Manager

RECOMMENDATION: That the Board Schedule a Special Board Meeting for the General Manager Interviews

General Manager Recruitment Update

The Personnel Committee was assigned the Board of Directors primary responsibility for steering the recruitment efforts for the General Manager. In accordance with the recruitment schedule and plan, the Board of Directors is scheduled to interview the top three (3) candidates on the same day as the regularly-scheduled board meeting in September 2021. The timing of these interviews was set to coincide with the regularly scheduled board meeting, in consideration of Board members busy schedules and time commitments. Staff anticipated regular board business could be postponed in order to dedicate the allotted time for the interviews. Regrettably, pressing business matters cannot be postponed at this time and the Personnel Committee Chair is proposing that a Special Meeting be scheduled on October 6, 2021, immediately following the regularly scheduled Finance Committee and Personnel Committee meetings, for the Board of Directors to interview the top three (3) General Manager candidates, selected by the Personnel Committee. Staff intends to work with the Finance Committee Chair and Personnel Committee Chair to prioritize the agendas of their respective meetings, to essential business matters only, to accommodate for General Manager interviews from 10:00 AM to 2:30 PM, on October 6, 2021, with a 30 minute break for lunch.

Separately, the current General Manager, has changed his separation date from September 17, 2021, to sometime in early December 2021, in order to ensure a smooth transition between his departure and the onboarding of the new General Manager. This will provide approximately 2-3 weeks overlap of both General Managers working together.

Staff requests the Board of Directors comments and direction on the following:

1. Is the Board of Directors available for a special meeting on October 6, 2021 from 10:00 AM to 2:30 PM? If not, please propose alternate date. Attached is the GM Recruitment Schedule with proposed revision.

Director of Finance & Administration

At the Personnel Committee meeting of August 4, 2021, the Personnel Committee directed staff initiate recruitment for the Director of Finance & Administration at this time and not wait for the General Manager recruitment to close as previously planned. The draft recruitment schedule is attached for your information.

Respectfully submitted,

[Signature]

Berta R. Torres

DRAFT: August 13, 2021

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DIRECTOR OF FINANCE & ADMINISTRATION

<i>ACTIVITY</i>	<i>CONDUCTED BY</i>	<i>DATE</i>	<i>TME</i>
Review Job Description and revise as necessary	GM and HRM	Aug 16 – 31, 2021	
Open Recruitment/Ad placement	HRM	September 13, 2021	
Recruitment Close	-----	October 3, 2021	
Initial Candidate Screen Select all candidates that meet minimal qualifications	HRM	October 4-8, 2021	
Selection of Candidates to Interview Forward resumes to selection team as identified by GM and HRM	Selection Team	October 11-15, 2021	
Candidate Interviews (Panel 1) Panel 1 TBD by GM and HRM Top candidates are identified	Panel 1	October 18-22, 2021	
Complete Reference Checks references, background check	HRM	October 25-27, 2021	
Candidate Interviews (Panel 2) Panel 2 TBD by GM and HRM Top candidates are identified	Panel 2	October 28 – Nov 5, 2021	
Selection and Offer GM makes final selection and contingent offer is made.	GM and HRM	November 8, 2021	
New Hire Announcement	GM	TBD	

Final: July 7, 2021
Revised: August 13, 2021

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

GENERAL MANAGER

<i>ACTIVITY</i>	<i>CONDUCTED BY</i>	<i>DATE</i>	<i>TME</i>
Candidate Profile (Meet with Board in closed session. Would Board like GM present?)	BM & A	June 18, 2021	11:00 AM
Candidate Profile (Meet with GM (if not present during Board meeting) and key staff. Individual interviews or group?)	BM & A	June 18, 2021 – June 22, 2021	
District reviews profile	District	June 30, 2021	
Meet with Personnel Committee (Review brochure and obtain final approval.)	BM & A	July 7, 2021,	10:30 AM
Brochures to print	BM & A	July 8, 2021	
Ad placement & Outreach	BM & A	July/Aug 2021	
Recruitment close (Copy of candidate list to Berta for distribution to Personnel Committee).	-----	Aug 13, 2021	
Review resumes (Copy of resumes to Berta of all candidates to be interviewed for distribution to the Personnel Committee)	BM & A	Aug 16, 2021	
Candidate interviews (Interviews by recruiter)	BM & A	Aug 23&24, 2021	
Select 10-12 top candidates (Recruiter sends list to Berta for distribution to personnel committee.)	BM & A	Aug 26, 2021	
Present Final Candidate Recommendations (Recruiter reviews resumes of final 10-12 candidates with Personnel Committee with goal of identifying 6 candidates for the committee to interview.)	BM & A	Sept 1, 2021	10:30 AM - noon

Interviews by Personnel Committee District & BM & A **Sept 9, 2021 (Special Meeting)**
(The Personnel Committee and the Professional Panel (comprised of select members of TAC and others identified by the Board and staff?), will interview the top 6 candidates identified by the Personnel Committee.
The goal will be to identify 3 candidates to go forward for interview by the full Board.

Interviews by the Board & Staff Panel District & BM & A ~~Sept 17, 2021~~ 9:00 AM – noon
Special Meeting Proposed: October 6, 2021 10 AM – 2:30 PM

(The top 3 candidates recommended by the Personnel Committee and Professional Panel will be interviewed by the full Board in closed session and separately by a Staff Panel. Goal is to identify a top candidate to move forward to background. Incorporate site tour.

Background (Selected Candidate) BM & A Oct 11-15, 2021
(i.e. criminal, civil, credit checks, references, etc.)

Candidate Selection District Oct 22, 2021 9:00 AM
(Public announcement by the Board)
