



October 8, 2011

TO: LCOG Executive Committee

FROM: George Kloeppe

SUBJECT: Recruitment Process, Search Committee Appointments

The primary step that the Chair and Executive Committee are being asked to take this month is the appointment of a Search Committee. It is hoped that the Search Committee can be constituted and ready to begin work before the end of October.

I have suggested—but it is only a suggestion—that the Search Committee be established in the eight-member range, and that stakeholders, other than Board members, make up an equal portion of the Committee's membership. Chief executive officers of member jurisdictions, as stakeholders, were specifically referenced in the Board's motion last month.

You have seven Board members who have expressed a willingness to serve on the Search Committee. They are:

Phil Brubaker	Tony McCown
Greg James	Joe Pishioneri
Al King	Judy Volta
Gary Williams	

While LCOG's Chair, Chris Pryor, was given the authority by the Board to establish the Search Committee, it might be constructive to twist his arm for his own participation as a Committee member as well. Just a thought... Under this agenda item, you are asked to select (recommend to Chris) the elected officials that will be appointed; and you are asked to similarly recommend a prioritized list of CEOs that would, in their order of priority, be invited to participate, until the number that you set is achieved.

As to the stakeholder members of the Committee, a listing of the CEOs of LCOG's membership is attached for your reference. You may want to consider other options for stakeholder appointments, as well. But I would caution that too large a Search Committee might quickly find a point of diminishing returns and prove too cumbersome to efficiently carry out its charge.

I understand that the draft schedule that was presented to the Board last month is aggressive. The process may not be able to hit all of the target dates. But I would say that it is very important that the recruitment process get off to a solid and timely start. If the Search Committee can be constituted and hold its first meeting by the end of October, it will receive from LCOG's HR staff a listing of possible executive search consultant firms, plus at least one proposal (already received) from a public jurisdiction. The Search Committee would be asked to initiate the solicitation for a firm and then to meet again when responses have been received—before Thanksgiving. If the Committee was able to make a judgment in November regarding a firm or agency to assist in the process, that resource could be asked to be present at the December 8 Board meeting. From that point forward, the Search Committee and its consultant would effectively drive the process. Board members' views would be solicited on the “dimensions” and attributes of the position, advertising would be crafted and broadcast, and a methodology established for the selection process. Board meetings in February, April and June would become reporting opportunities for the Search Committee—all leading to a decision next summer.

Finally, I will reiterate that it is my intention to fully serve this organization as your Executive Director for as long as I am on the payroll. However, for what I believe to be good reasons, my involvement on your behalf in the search process should be very limited. Until a consultant is hired, the Search Committee will need some staff support; and that can be provided by others at LCOG. I undoubtedly will know some of the applicants and, quite likely, I will be encouraged to involve myself in the process. It is important that I decline such invitations, and maintaining a healthy separation from the process (though it interests me greatly at many levels) is a way of accomplishing that. So, have at it.