



### **Staff Report Item 7**

**TO:** East Bay Community Energy Board of Directors  
**FROM:** Bruce Jensen, Alameda County Community Development Agency (CDA)  
**SUBJECT:** Action Item – Chief Executive Officer Job Description and Recruitment and Appointment of Board Ad Hoc Committee for Interim CEO Interviews  
**DATE:** March 1, 2017

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#### **Staff Recommendation**

1. Review and Approve Recruitment Plan and Draft Job Description for EBCE Interim Chief Executive Officer (Attachment 7)
2. Appoint a Board Ad Hoc Committee to conduct Interim CEO interview and recommend the selection of and a services contract with an Interim Chief Executive Officer for approval at a May Board of Meeting.

#### **Background**

The EBCE Authority became effective December 1, 2016, and its staff is currently composed of a combination of Alameda County staff and consultant support under the direction of its Board. At the EBCE's first meeting on January 30, 2017, the Board directed staff to begin the task of hiring EBCE staff to perform the work as part of its development of its operational capacity. Staff has begun the task of planning the recruitment of the Chief Executive Officer (CEO) to conduct the business of EBCE.

#### **Discussion**

##### Recruitment of Chief Executive Officer and Proposed Job Description

To ensure that EBCE is well-positioned to advance its ambitious timeline and achieve the key milestones required to enable a fall 2017 or a spring 2018 launch, Alameda County staff is proposing to conduct a streamlined recruitment of a qualified six to eight month contract CEO to lead the EBCE by directing the Authority's operations, resource procurement and planning, organizational development, finance, regulatory affairs, external communications, and strategic planning. This approach is similar to the recruitments of operational CCEs, where the CEO is appointed or contracted directly with the EBCE for an interim management role. The on-boarding of a seasoned executive at this stage will allow the Board to retain the current momentum and meet program launch objectives.

The Alameda County Community Development Agency will conduct the recruitment similar to the County's executive recruitment outreach, but with a distribution augmented with direct referrals from

industry professionals and associates connected with relevant industry groups to expand the qualified applicant pool.

Submitted applications will be reviewed for qualifications by County staff who will recommend candidates for advancement to the first-round interview with 5-7 executive leaders and experts, which can consist of Board members, County staff/consultant, CEO of an operational CCA program, and Chair of the CAC (if seated by then), who will recommend candidates for advancement to the next-phase interview. The interview panel will recommend 2-3 candidates to advance to a final-round interview with the proposed appointed Board of Directors Ad Hoc Committee (information below). The proposed approach is to finalize a contract with the Interim CEO for a 6 to 8 month startup function for Board authorization and approval in mid-May. This approach provides salary options that are competitive in the industry and can be negotiated with your Board during the recruitment and negotiation process.

#### Proposed timeline

March 1 – Board approval to begin recruitment of CEO position

March 8 – Request for Qualifications Announced and Distributed

April 5 – Application Deadline to Respond (4 weeks)

April 6 – April 20 – Initial screening (by County staff/consultant team)

Week of May 1 – first-round interviews (6-9 candidates)

Week of May 15 – second-round interviews with Ad Hoc Board subcommittee (2-3 candidates)

Late May – Closed session negotiations with full Board and finalist

Mid-May – Board Approval

Early June – CEO begins work

The draft job description is attached for your review and approval.

#### Ad-hoc Subcommittee of the Board

Staff is recommending formation of an ad-hoc Board subcommittee to assist with the executive selection process to interview candidates and discuss contract provisions. The proposed streamlined hiring process to hire the Interim CEO is important for the EBCE to have an executive officer in place as soon as feasible to direct the day-to-day administration of EBCE, particularly in light of the desire to launch the CCE program in fall 2017 or spring 2018. If the Board agrees with the hiring approach described above, then an ad hoc Committee should be selected consisting of three to five Board members. As an ad hoc Board member committee made up of less than a quorum of the Board, the meetings of this committee are not open to the public.

#### Temporary Office Location for Interim Chief Executive Officer and other 'start-up' staff

Staff proposes to provide temporary office space for the Interim CEO and other 'start-up' EBCE staff at the Alameda County Community Development Agency (CDA) offices at 224 W. Winton Avenue in Hayward. With an anticipated initial EBCE staff of 5-6 personnel, the CDA offices can accommodate these staff until the EBCE office space needs are determined and a permanent office space can be found.

### Hire Outside Human Resources Firm – Request for Proposal

Staff will issue a Request for Proposal for an outside human resource firm to recruit future EBCE staff that will be hired after the CEO is in place. This firm would also advise and develop initial employee compensation and benefits, and be responsible for the management of human resource operations until permanent EBCE staff are hired. Staff will bring back additional information at the next Board meeting on March 15, 2017.

### **Fiscal Impact**

Reimbursement of County costs will be through a Cooperative Agreement, currently being drafted by staff.

/Attachments: Attachment 7 - Draft Job Description for Chief Executive Officer