

---

**FRESNO LOCAL AGENCY FORMATION COMMISSION (LAFCo)  
INDEPENDENCE SUBCOMMITTEE REPORT**

---

**AGENDA ITEM No. 10**

**DATE:** August 12, 2009

**TO:** Fresno Local Agency Formation Commission

**FROM:** Rick Ballantyne, Executive Officer  
Ken Price, LAFCo Counsel

**SUBJECT:** **Consider Approval:** Subcommittee Report on Executive Officer (EO) Recruitment Strategy.

**Background:**

Executive Officer (Rick Ballantyne) recently tendered his resignation from Fresno LAFCo indicating that his last day of employment would be January 8, 2009. The Commission in response to Mr. Ballantyne's retirement notice did on July 8, 2009, appoint a subcommittee comprised of Commissioners Lopez and Perea, LAFCo Counsel Price, and Executive Officer Ballantyne to discuss an appropriate recruitment strategy for hiring a new EO to replace Mr. Ballantyne upon his retirement. Such timely replacement is necessary in order to provide for a "seamless" transition of Fresno LAFCo management.

**Subcommittee Report**

On July 31, 2009, the Subcommittee met to discuss appropriate strategies for the new recruitment process. The Subcommittee, after meeting and discussing the matter, unanimously agreed to the following recommended actions:

1. Request the County Personnel Department to perform LAFCo's recruitment process.
2. Target the Executive Officer search to California candidates.
3. Complete the process within 90 days (mid-November).

The Subcommittee recommended that the County Personnel Department be requested to perform the necessary recruitment process (similar to the process undertaken for the last EO recruitment). Counsel Price indicated that a private firm, most likely, would charge much more than the County to conduct the recruitment process. The Subcommittee requested that the EO contact the County to ascertain whether the County would agree to provide the recruitment service. Beth Bandy, Personnel Director did respond indicating that her Department would provide such service for a similar cost as experienced during the last EO recruitment (\$3,500-see attached response). She indicated that it would be appropriate for the Commission to take a formal action requesting the County's assistance.

Executive Officer Ballantyne reported that several well-qualified local candidates had already contacted Fresno LAFCo to express their interest in applying for the EO position. It was indicated that any recruitment search should be limited to the State of California, since LAFCo law and practices are conducted solely within the State of California, and it would not be beneficial to advertise outside the State. It was recommended that the California Association of Local Agency Formation Commission's (CALAFCO) website be utilized in Fresno LAFCo recruitment efforts. The Subcommittee supported this action.

It was determined appropriate to move through the process timely in order to insure a smooth management transition. Any person hired should have sufficient time to complete current work and assignments prior to taking on the new LAFCo position. The County Personnel Department should be asked to conduct the entire recruitment process timely (within 90 days) to assure for a smooth transition. Executive Officer Ballantyne was also requested to work with the County Personnel Department in updating the EO Job Description to fit current job requirements.

**Recommendations:**

The EO Recruitment Subcommittee recommends the following actions:

1. Request that the County perform the EO recruitment search similar to the last EO search.
2. Request that the EO search be limited to the State of California.
3. Request that the recruitment process be initiated and completed, if possible, within 90 days.

# Exhibit "A"

**Ballantyne, Richard**

---

**From:** Bandy, Beth  
**Sent:** Thursday, July 30, 2009 3:55 PM  
**To:** Ballantyne, Richard  
**Cc:** Perea, Henry; CityClrk@CityofOrangeCove.com; 'Ken Price'; Pinedo, Patricia; Orth, Brandi; VonBerg, DeAnn  
**Subject:** RE: LAFCo Executive Officer

Rick,

We will begin preparing the recruitment strategy and plan for your approval. The 1998 job spec is the most current. Please feel free to make suggested changes to that document. I'll have DeAnn VonBerg follow-up with you in the next couple of weeks to discuss the recruitment plan and job spec.

**Beth Bandy**  
*Deputy Director*  
*Fresno County Personnel Services*  
*(559) 488-3266*

---

**From:** Ballantyne, Richard  
**Sent:** Thursday, July 30, 2009 3:39 PM  
**To:** Bandy, Beth  
**Cc:** Perea, Henry; CityClrk@CityofOrangeCove.com; 'Ken Price'; Pinedo, Patricia; Orth, Brandi  
**Subject:** LAFCo Executive Officer

Beth:

Thanks for your email reply and willingness to provide us with assistance in recruiting for the Executive Officer position. Our Subcommittee had an opportunity to meet this morning to discuss appropriate strategies for recruiting for my position to be filled January 11<sup>th</sup> (my last official day of service will be January 8<sup>th</sup>).

The Subcommittee was able to reach consensus on several points. First, it was felt desirable to have your office provide the recruitment service if possible. Secondly, the recruitment should be a State-wide search rather than National since LAFCo's only operate within the State of California and we are aware of several highly qualified persons residing locally who have expressed a desire to compete for the position. Thirdly, it was felt that a similar recruitment process that was undertaken by your office in 2006 would be most appropriate—one that would provide a suitable number of qualified local candidates. It was suggested by Subcommittee members that contact and advertisement for the position also be made through the California Association of Local Agency Formation Commissions (CALAFCO). This would serve as an excellent source and would reach a large number of potential candidates with LAFCo experience. Fresno LAFCo is a member of this Association and we would expect to be able to take advantage of recruitment opportunities on their website.

I have been instructed to work with you and your staff in carrying out the recruitment process. I do have a County job description that was prepared for the LAFCo Executive Officer position in 1998. The Subcommittee has requested that I assist your office in updating this job description since it is obvious that changes in State law adopted in 2000 provided some additional requirements pertaining to LAFCos. Please advise how we can best coordinate this effort.

I will be taking a formal agenda item before our Commission on August 12<sup>th</sup> and would expect to be given formal authorization to direct the County Personnel Office to provide the recruitment service.