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**FRESNO LOCAL AGENCY FORMATION COMMISSION (LAFCo)  
EXECUTIVE OFFICER'S REPORT**

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AGENDA ITEM NO. 11

**DATE:** August 11, 2021

**TO:** Fresno Local Agency Formation Commission

**FROM:** David E. Fey, Executive Officer 

**SUBJECT:** Consider Approval and Authorization Related to the Recruitment of a New Executive Officer

**RECOMMENDATIONS:**

1. That the Chair appoint an ad hoc Executive Officer Search Committee comprised of two Commissioners to assist the current Executive Officer and to serve on the qualification's appraisal panel; and
2. Approve recruitment material and authorize the Executive Officer to start the recruitment process for a new Executive Officer on behalf of the Commission using the attached material (Attachments A through C).

**BACKGROUND**

At the Commission's June 2021 meeting, your current Executive Officer notified the Commission of his plans to leave at the end of 2021. The attached recruitment materials are presented to the Commission for approval and direction. The proposed sub-committee will provide direction to the process and serve as a qualifications appraisal panel. Qualified candidates' experiences will then be evaluated, and top tier candidates invited to be interviewed by the Commission.

**SUMMARY OF ATTACHMENTS**

**Attachment A** is a brief advertisement presenting general information about the position and the dates of the filing period. The application period is proposed to open shortly after the sub-committee's meeting. A 14-day recruiting period is recommended.

**Attachment B** the job announcement and position description, provides a more complete job description of the position and its benefits.

**Attachment C** is the application form. This form will be available on-line, accessible through LAFCo's website. Included in this application is a requirement that the applicant authorize LAFCo to perform a background check which will be required for the final candidates, along with a credit report.

## STEPS FOLLOWING APPROVAL

Pending the Commission's acceptance of this recruitment plan and associated information the recruitment process is proposed to begin shortly after the subcommittee's first meeting. Ideally, the process will conclude with the Commission's appointment of a new Executive Officer at its December 8, 2021 meeting.

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