

**PERSONNEL (GM SEARCH) COMMITTEE
MINUTES
Monday, October 20, 2008**

Members Present:

William Penn, Board Chair
Pamela Marchand, Committee Chair
Henry Meyer
William Stamp
Harold Ward

Members Absent:

Sam Kitchell, AMGEN

Staff Present:

Kathleen Crawley

Guests Present:

Call to Order and Discussion of Search Process for General Manager

Mr. Penn called the meeting to order at 2:11 PM. He noted that Mr. Kitchwell from AMGEN would be joining the committee but was not able to attend as he had just been informed on Friday. Mr. Penn asked members to nominate a committee chair.

Motion by Mr. Ward, second by Mr. Stamp to name Ms. Marchand Chair of the Committee. The vote in favor was unanimous and the motion carried.

Members first discussed the process and whether there would be assistance available. Ms. Crawley stated that she had discussed potential assistance and was informed that the State Division of Personnel would assist with the job description, posting, public hearing, and other administrative processes to ensure compliance with the law. The Board would need to pay expenses. Also at the discretion of the Board a human resources professional could be assist with developing ranking and evaluation criteria, etc. or the committee could develop the process on its own.

There was discussion about the pay grade. Mr. Penn explained that the proposed pay grade (839) was the level that was proposed by the Governor's budget last year. Further review of state agencies with similar budgets (\$1-\$1.5M with staffs of 10-15) showed some with pay grades of 836 which is lower than the 839 level. There was further discussion about the pay grades, current and future staffing, and the level of pay for State Directors as well as the level of responsibility that is required for the GM position.

Members agreed that the first step in the search for a new General Manager is to revise the current job description to include and further refine those items mentioned by the Board. Discussion included:

- The need for a shorter job description/bullet points
- The need for an advocate/ someone with advocacy skills who can be a champion for water supply
- Emphasize the knowledge, skills and capacities mentioned at the bottom of the job description in the beginning instead (p. 23).

- Skills required
 - Water supply/water resource knowledge and familiarity with water resource issues, including environmental issues
 - Experience with legislatures
 - Ability to build consensus
 - Budget management experience
 - Experience successfully working with a board of directors
 - Excellent verbal and written communication skills
 - Project management
 - Skills to sell the job
 - Organizational management skills
- In the future the pay scale could change
- Work with the State Personnel Division regarding the public hearing (timing and process) and find out whether there are any hearings scheduled.

Members agreed to develop and distribute a draft position description for review and refinement to present for Board acceptance in their next meeting. They also agreed to get a hearing scheduled subject to the Board's approval rather than wait. Ms. Crawley stated that she would check on whether there are any hearing scheduled. There was also a discussion about the need to emphasize that whatever term is used, "supply" or "resources", it should not be interpreted as supply versus the environment. The person will advocate for water statewide.

Next Meeting and Adjournment

The Committee set the next meeting date for October 31 at 10:30 AM.

Respectfully Submitted,

Kathleen Crawley
Acting General Manager