

7.1.22 TRPA ED Recruitment Requirements Developed Prior to Selection of Search Firm

1. Approach, Committee, and Schedule

a. Recruitment Approach:

Work through recruitment firm. Prothman selected as the search firm.

Recruitment be open and efficient. Recruitment will target external and internal candidates, no geographic limit on recruitment firm candidate search with understanding that recruitment schedule is efficient, and selection should be completed by the end of 2022 before further GB changeover impels a restart.

b. Selection Approach:

Ad Hoc GB Committee appointed for efficiency. Role is to manage the recruitment process and keep other GB members informed along the way. All GB members will be interviewed by recruitment firm for desired qualifications. Committee should provide oversight on requirements and qualifications preferred for selection process; review pre-screened selection of resumes of qualified candidates; conduct 1st interviews; make recommendation of final candidate(s) to GB for 2nd round of interviews by full GB and possibly others.

Committee members. Shelly Aldean, Cindy Gustafson, Vince Hoenigman, Jim Lawrence, Bill Yeates, and a TRPA staff member to be determined.

c. Schedule: Recommend moving efficiently to decision by end of calendar year before significant turnover on GB requires having to backtrack and redo.

1. June GB – Approve approach and define responsibilities
2. July GB – Recruitment firm in place, job description (including survey feedback) and brochure prepared. Search underway.
3. August GB – Recruitment underway and initial report out by recruitment firm. Initial review of promising candidates
4. September GB – Candidate review complete. Finalist interviews by board at GB meeting.
5. October GB – Final selection
6. November GB – Offer/acceptance complete
7. January 2023 – New ED in place

2. Obtaining Input from Stakeholders

Stakeholder interviews from Governing Board (GB) and representatives who have consolidated input of a group interest: Total of 19 phone or written interviews. This means the reporting representatives from staff will have to do some advance work ahead of the interview.

a. GB (15) – interview all 15 members

b. Staff (4 representatives):

TRPA Senior Leadership (1 representative), excluding Julie – one representative to report summary of SL input

Division Managers (1 representative) -- one representative to report summary of Operations Managers input

Leadership Team Representative (1 representative) – one representative to report summary of Leadership Team input

Staff (1 representative) – one representative to report summary of non-management staff input

Survey to be administered by recruitment firm of Advisory Planning Commission (APC), entire TRPA staff, and representative interests among stakeholders. Unless it adds significant cost in which case TRPA can administer.

a. Advisory Planning Commission (~21, depending on vacancies at time of survey)

b. Entire TRPA staff (~65, depending on vacancies at time of survey)

c. Representative stakeholders (17):

LTFAC/League to Save Lake Tahoe ED (Darcie Goodman-Collins)

US/LTBMU Forest Supervisor (Erick Walker)

CA/CTC (Jane Freeman)

NV/Division of State Lands (Charlie Donohue)

Local Government Representative (Joe Irvin)

Science Council Representative (Bob Larsen or Sudeep Chandra)

Tribe (Serrell Smokey or designee)

Chamber (Steve Teshara)

Tahoe Prosperity Center ED (Heidi Hill Drum)

Tahoe Fund ED (Amy Berry)

LRWQCB Executive (Mike Plaziak)

TTD GM (Carl Hasty)

Placer County Business (Samir Tuma and Andrew Ryan)

Incline Village (Andy Chapman)

Development (Lew Feldman)

Tourism (Carol Chaplin)

The firm will be surveying for the most important qualities, characteristics, and values of a new TRPA ED. Could be something like:

TRPA is recruiting for its next Executive Director and your perspective is important to continuing the collaboration and progress being made in the Basin. To help the recruitment firm identify the best candidates, please identify what you think are the most important characteristics the new Executive Director must have. Please list up to five in priority order, highest first:

- 1.
- 2.
- 3.
- 4.
- 5.

Please add any other comments you think will be helpful for the recruitment firm to select the best candidates for this position.

Please indicate what type of involvement you have with TRPA:

Staff member

APC member
Business or private sector
Non-profit
Other

Thank you!

3. ED Job Description

Draft prepared. To be updated by firm after interviews and survey above.