

April 21, 2020

MEMORANDUM FOR: The North Bay Watershed Association Board

FROM: Judy Kelly, ED
North Bay Watershed Association

SUBJECT: NBWA Executive Director Transition

Background

- The NBWA was founded in 2000
- Original Ex. Director was Randy Raines, an employee of RMC consultants
- 2004 the organization transitioned to a contract for ED services- Harry Serayadarian
- 2015 transitioned to Judy Kelly under same contract features and salary
 - Contracted for 11 hours per week
 - No health or other benefits. no travel, no overhead costs
 - Contracted through MMWD as independent contractor on behalf of NBWA
 - Carries self-paid business insurance indemnifying MMWD and NBWA

2015 Selection Criteria for New Executive Director

Knowledge of Federal and State Grant programs

Knowledge of State and Federal water programs

Experience in recruiting speakers

Experience working with locally elected officials

Experience organizing conferences

NBWA will be primary focus

2015 Selection Process for New Executive Director

- Harry scouted for replacement to match criteria
- Identified Judy – she met with Steering Committee members for interview
- Harry came to the Board in July 2014 to recommend her as his replacement
- Board approved hire in July 2014, Judy attended several NBWA meetings between July and December and began as the ED in January 2015

This process put the work of identifying a suitable replacement for the ED in the hands of the current ED. This allowed the Board to avoid the time and financial commitments required to conduct a search process. The constraints of this ED position [part time only, no benefits] limit the number of possible candidates who both meet the selection criteria and who are able to take the position.

Process Options for 2020

- 1) The Board could decide to conduct a full search for a new ED that would entail advertising the position online and perhaps in print media, creating a hiring committee to review resumes, select a short list to be interviewed, set up and conduct interviews, deliberate, and make a final recommendation to the Board.
- 2) The Board could follow the same process as used in 2014 with the current ED scouting good candidates, vetting them for interest and ability to take the position, then recommending one or two candidates for interviewing by the Steering Committee.
- 3) The Board could follow the 2014 process with additional input from Board members. The Board could review the selection criteria and confirm, add or change the criteria. The ED can then use those 2020 criteria to scout possible candidates. Board members who have a candidate in mind that they believe fits the criteria and can be reasonably expected to be interested in the position, can forward those names to Jack and Judy. A Board member who has the time and interest can contact Jack and ask to be added to the Steering Committee for the purposes of this search with the understanding that the Committee should remain manageable in size.

Given the special nature of the ED position for NBWA – the particular set of desired skills and knowledge, and the conditions of the contract employment - I recommend option 3, which would task me with the work of scouting for a candidate or candidates that meet these conditions but expands input from the Board over the process used in 2014.

Current Steering Committee Members

Jack Gibson, Ryan Gregory, Damon Connolly, Liz Lewis, Megan Clark, Grant Davis