

SONOMA LOCAL AGENCY FORMATION COMMISSION

575 ADMINISTRATION DRIVE, ROOM 104A, SANTA ROSA, CA 95403
(707) 565-2577 FAX (707) 565-3778
www.sonomalafco.org

Item 5.5

Staff Report

Meeting Date: February 7, 2018

Agenda No. Item 5.5

Agenda Item Title: Staff Request for Appointment of a Personnel Ad Hoc Committee

Proposal: None

Environmental Determination: Not a project under CEQA

Staff Contacts: Mark Bramfitt

ANALYSIS

Background

The Commission's employment contract with the Executive Officer expires at the end of the next fiscal year (June 2019).

Staff recommends that the Commission appoint an ad hoc personnel committee to:

- Evaluate the Executive Officer's performance.
- Evaluate the pay range for the Executive Officer position.
- Discuss whether to recommend to the full Commission a contract renewal, extension, or termination of the Executive Officer's contract.
- Recommend to the Commission a recruitment schedule, if indicated.

Staff notes that while discussion of several of these matters may appear premature:

- Staff is preparing a proposed budget for Fiscal Year 2018/19 for consideration by the Budget Committee beginning in March. Potential personnel decisions should be incorporated in the budget proposal as well as any costs associated with a potential recruitment.
- Staff is preparing recommendations for the Policy Committee to seek a revised Memorandum of Understanding with the County that will in part reflect the selection process for the Executive Officer. The negotiation with the County should be concluded before conducting a recruitment process.
- Conducting a recruitment typically requires several months or more, and if indicated should be incorporated into the FY 2018/19 work plan.

RECOMMENDATION

Staff recommends that the Commission appoint an ad hoc committee comprised of no more than three members to discuss personnel matters related to the Executive Officer.

Staff would subsequently work with the ad hoc committee to schedule a meeting or meetings and provide supporting materials to facilitate discussions. The ad hoc committee would report to the full Commission and make recommendations if indicated.