

Final Report and Disbanding of the CSD Personnel Committee

July 27, 2017

Dear Community Services District (CSD) Board Members,

Since the beginning of 2016, your Personnel Committee has been tasked by the Board with a number of assignments; each of them required us to provide recommendations to reshape personnel management for the CSD. Now that your new, co-District Managers have been hired and are hard at work, our final assignment is complete. It is time for us to disband.

With support from the community and the Board, it is heartwarming to review what has been accomplished:

- There was a pressing need to put in place new personnel policies, as well as job descriptions and outcome-based evaluations for everyone who works for the CSD.
 - As we began this work, the committee was committed to accomplishing it with meaningful community involvement and buy-in. Your CSD records chronicle the many public meetings and drafts that benefited from those efforts. Then, the Board unanimously adopted the recommended new policies and job descriptions.
- As you set out to select the next district manager(s), the Personnel Committee undertook a national search that brought you more than 50 applicants -- a far larger and deeper pool of candidates than the Board has had in the past.
 - Since the Board and the community know the challenges that will face the CSD in the near term, we sought candidates who had deep experience with doing high quality and yet low-cost work on those issues.
 - After an evaluation process that included extensive interviews, as well as consultation with you, the search resulted in three candidates for your consideration.
 - You reviewed their backgrounds and references and interviewed each of them. Then, you hired two of them to be part time, co-district managers. Together they have skills that no individual candidate among the more than 50 who applied possess.
 - Finally, to complete this hiring process, we included in their job description a list of outcomes that the co-DM's should achieve. With it you can assess their performance next year.

All of these projects and a number of smaller ones are now complete. It has been a pleasure to help you and the community we cherish with this work.

Warm regards.

John Lavine, Frank Schoenfeld, Jane McAlevey
The Muir Beach CSD Personnel Committee