

**EXECUTIVE COMMITTEE MEETING**  
**MINUTES**

A Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, February 20, 2017, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT      Peggie Howell , Chair  
                                  Randall Diamond  
                                  Richard Mank  
                                  Warren Clayton

TRUSTEES ABSENT      None

OTHERS PRESENT      Craig Downs, General Manager

1.      The Committee meeting was called to order at 7:00 p.m.
  2.      Roll call indicated that four trustees were present and none were absent.
  3.      PUBLIC INPUT ON NON AGENDA ITEMS - None.
  4.      APPROVAL OF MINUTES FROM EXECUTIVE COMMITTEE MEETING HELD ON JUNE 20, 2016
- \*\*      Motion was made by Trustee Mank and seconded by Trustee Diamond to approve the minutes from the Executive Committee meeting held on June 20, 2016. *Motion passed unanimously.*
5.      EXECUTIVE SEARCH - The discussed and determined the size of the executive search committee to be a total of 5 members, with the executive committee forming the core and an additional member to be appointed by the Board President. The committee directed the general manager to solicit responses to the request for proposals (RFP) to provide an executive search and placement from nine recommended firms. The RFP is comprehensive and has been reviewed by CCMVCD counsel. It will be sent out February 21, 2017, with a deadline of 3:30 PM on March 7. A time line for action was developed as follows:
    - March 7 – 20 - review of responses by Search committee
    - March 20 - Search Committee meeting, followed by presentations and Q&A by top 3-4 firms, followed by Search Committee meeting to select preferred firm
    - March 20 – April 3 - Review and notification to bidders of selected firm.
    - April 3 - June 30 - Review of resumes and interviews of top candidates, with time line developed in consultation with Executive Search Firm.

- June 2017 - Search Committee selection of final candidate(s) to be presented to full Board at the Board meeting on July 10, 2017.
- Following approval by the Board on July 10, 2017, an offer will be extended to the preferred candidate, with the goal of the new GM starting work with the goal of a minimum of 2 weeks overlap with current GM before his retirement on August 31, 2017.

The committee also briefly discussed a recent letter received by the district's represented employees shop steward for the represented employees to participate in the selection process. The executive committee directed the general manager to forward the letter to the CCMVCD labor consultant/negotiator for comment before taking any action. The general manager was also directed to seek counsel for clarification of Brown Act in regards to open and closed sessions in search committee deliberations.

6. ECCFPD FUNDING WORKSHOP - Discussed the request from a tax payers group regarding funding the East Contra Costa County Fire Protection District to attend a workshop regarding reallocation of property taxes. It was decided by the committee to take no action.
7. BOARD AND STAFF ANNOUNCEMENTS - None
8. ADJOURNMENT - There being no further business, the meeting was adjourned at 8:20 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Executive Committee held on June 15, 2017.

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Peggie Howell, Chair  
Executive Committee