

AGENDA

Special Meeting

Board of Directors

Mid-Willamette Valley Council of Governments

Wednesday, January 15, 2020

12:00 P.M. – 1:00 P.M.

COG Conference Room

100 High Street SE, Suite 200

Salem, Oregon

CONTACT: Sean O'Day, Executive Director; 503-540-1601

CHAIR: Jackie Franke, Chemeketa Community College

VICE CHAIR: Sal Peralta, City of McMinnville

For those participating by phone:

- Dial 503-540-4421 **OR** 1-866-417-1300 (toll-free)
- When prompted, enter the 4-digit conference room number (8124)
- You will be connected. (If you are prompted for an admin. PIN, please wait 8 seconds and you will be connected.)

CALL TO ORDER – Jackie Franke, *Chair*

A. ACTION ITEMS

1. Appointment of Acting Executive Director

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Requested Action: Appoint Renata Wakeley, the current Community Development Director, as Acting Executive Director and set a salary that is commensurate with the increased responsibility and duties (or in the alternative delegate to the Chair the authority to negotiate and agree upon a salary).

2. ED Recruitment RFP

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Requested Action: (1) Direct staff to prepare and issue a Request for Proposals for recruiting firms to conduct a nation-wide search for the next Executive Director; (2) identify members of a selection committee to score the proposals; and (3) determine whether that selection committee or the Board will have the authority to award the contract.

B. OTHER BUSINESS

C. ADJOURNMENT

NEXT MEETING: Annual Dinner

Wednesday, February 19, 2020

Keizer Community Center, 930 Chemawa Road, Keizer

The Mid-Willamette Valley Council of Governments is pleased to comply with the Americans with Disabilities Act (ADA). If you need special accommodations to attend this meeting, please contact Denise VanDyke at (503) 588-6177 at least 48 hours prior to the meeting. Hearing impaired, please call Oregon Telecommunications Relay Service, 7-1-1. Thank you



MEMORANDUM

TO: Board of Directors
Mid-Willamette Valley Council of Governments

DATE: January 7, 2020

FROM: Executive Committee
Mid-Willamette Valley Council of Governments

RE: Appointment of Acting Executive Director

ACTION REQUESTED

Appoint Renata Wakeley, the current Community Development Director, as Acting Executive Director and set a salary that is commensurate with the increased responsibility and duties (or in the alternative delegate to the Chair the authority to negotiate and agree upon a salary).

BACKGROUND

On December 27th, the current Executive Director gave notice of his intent to resign from the position effective January 31, 2020.

On January 6th, 2020 the Executive Committee met to evaluate options and to make a recommendation to the Board on the appointment of an Acting Executive Director. Pursuant to the Board's succession policy, and unless another candidate is selected, the Community Development Director is the first in line to serve as Acting Director in the event of a long term absence of the Executive Director. The Board's succession policy provides that the Community Development Director shall be compensated at the entry level salary for the Executive Director or receive a 5% increase, whichever is greater. The last time the COG recruited for the position of Executive Director the starting annual salary was \$110,000.

After reviewing potential applicants for the position (consisting of the current general counsel, and retired city managers / elected officials) and discussing the matter with the Community Development Director, the Executive Committee unanimously voted to recommend that the Community Development Director be appointed as Acting Executive Director on the condition that the Board use a contractor to conduct the recruitment for the full-time permanent Executive Director (which is the subject of a separate memorandum). The Executive Committee did not make a recommendation on compensation.



MEMORANDUM

TO: Board of Directors
Mid-Willamette Valley Council of Governments

DATE: January 7, 2020

FROM: Executive Committee
Mid-Willamette Valley Council of Governments

RE: Request for Proposals for Search Firm to Recruit Executive Director

ACTION REQUESTED

(1) Direct staff to prepare and issue a Request for Proposals for recruiting firms to conduct a nation-wide search for the next Executive Director; (2) identify members of a selection committee to score the proposals; and (3) determine whether that selection committee or the Board will have the authority to award the contract.

BACKGROUND

On December 27th, the current Executive Director gave notice of his intent to resign from the position effective January 31, 2020.

On January 6th, 2020 the Executive Committee met to evaluate options and to make a recommendation to the Board on the appointment of an Acting Executive Director. As discussed in a separate memorandum, the Executive Committee recommends the Board appoint the Community Development Director to serve as the Acting Executive Director on the condition that the Board use a contractor to conduct the recruitment for the full-time permanent Executive Director.

Given the current employment market and vacancies in other COG's within Oregon and similar positions to that of the Executive Director, the Executive Committee recommends the Board engage the professional services of a recruitment firm to assist in the recruitment and selection of the Executive Director. The Executive Committee recommends that the recruitment firm be selected following a competitive RFP, and that a selection committee be comprised of members of the Board of Directors. The Executive Committee did not make a recommendation on whether that committee or the full Board would have the authority to award the contract.